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**Palm Beach Community College**  
**LLRC**  
**4200 Congress Avenue**  
**Lake Worth, FL 33461-4796**





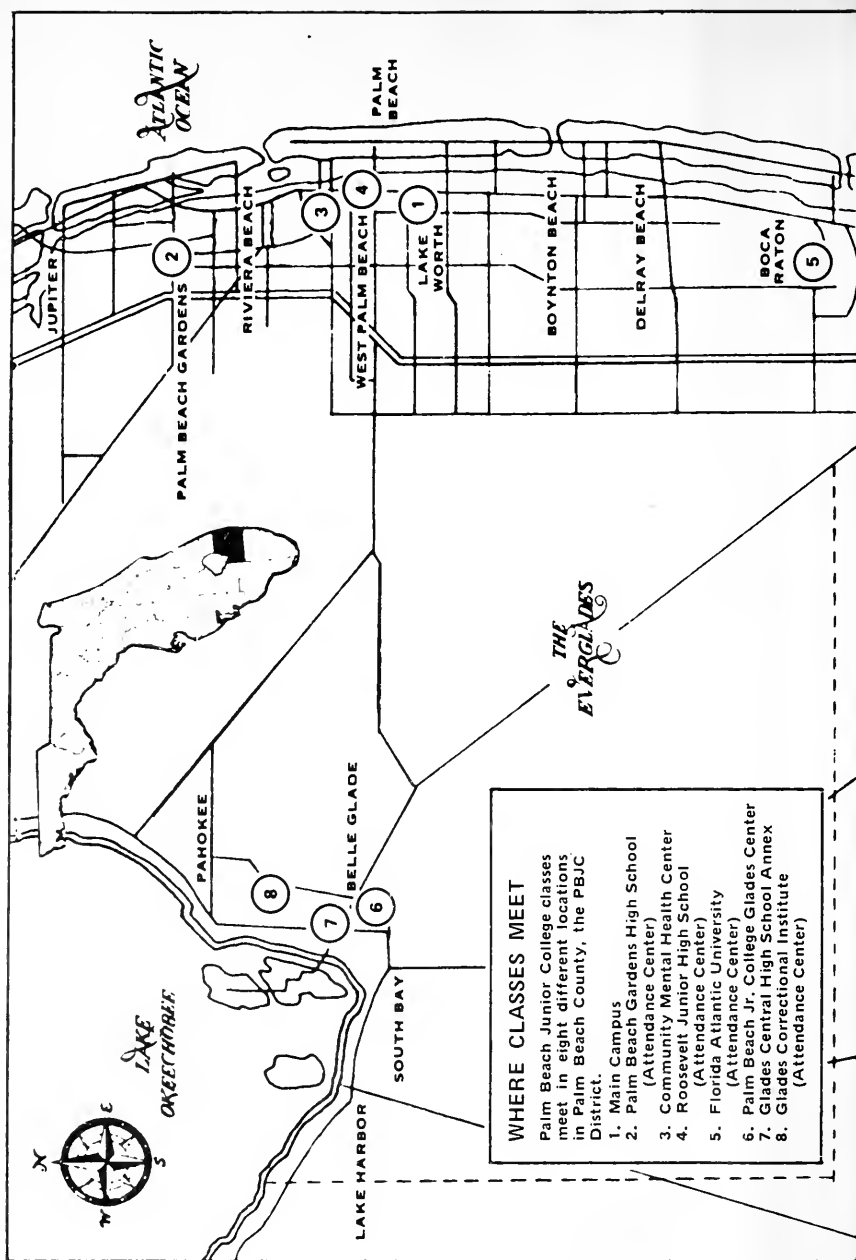




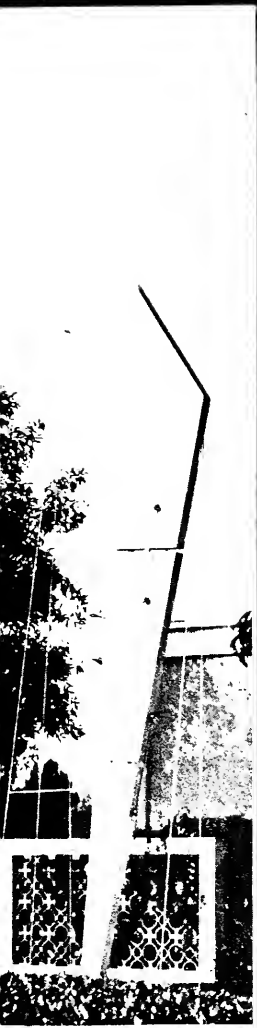
# **Palm Beach Junior College**



**75-76 Catalog**



Student cover design by Mark Steinman, 1975. *The Bulletin of Palm Beach Junior College*, Vol. 37, No. 1. Published four times annually – January, March, July and November – by Palm Beach Junior College, Lake Worth, Florida. Second Class postage paid at Lake Worth, Florida, 33460.



## THE BULLETIN



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Lake Worth, Florida 33460

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Laurence H. Mayfield, B.S., M.S. . . . . Registrar  
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South Center  
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Mildred M. Whatley, B.A., M.A. . . . Director of Institutional Research  
Don C. Whitmer, B.S., M.S. . . . . Asst. Dean of Academic Affairs  
for Vocational-Technical Education

# Calendar

## SPRING TERM I — First Session 1974-75

April 14	.....	Last day to make application for admission as a day student, 3:00 p.m.
April 21	.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 21	.....	Last day to reactivate files for day school
April 28	.....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m.
May 6	.....	Orientation and Academic Advising: 12:00 p.m. to 1:00 ..... Advising — those previously not advised 1:00 p.m. to 2:00 ..... Orientation — New Students 2:00 p.m. to 3:30 ..... Advising — New Students
May 9	.....	Registration: Returning students 8:00-12:00 Noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
May 12	.....	Late Registration
May 12	.....	Classes Begin
May 12, 13	.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
May 13	.....	Last day to withdraw with refund
May 23	.....	Last day to complete application for graduation
May 26	.....	Memorial Day Holiday
June 13	.....	Last day to withdraw from class with a "W"
June 13	.....	Evening classes only. Last day to change from credit to audit
June 20	.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 20
June 20	.....	End of First Session

## SPRING TERM II — Second Session 1974-75

June 6	.....	Last day to make application for admission as a day student, 3:00 p.m.
June 13	.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 13	.....	Last day to reactivate files for day school
June 16	.....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
June 24	.....	Orientation and Academic Advising: 8:00 a.m. to 9:30 ..... Advising — Reactivates 9:00 a.m. to 10:00 ..... Orientation — New Students 10:00 a.m. to 12:30 ..... Advising — New Students 1:30 p.m. to 3:30 ..... Advising — Those not previously advised
June 24	.....	Registration: Returning students 8:00-12:00 Noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
June 25	.....	Late Registration
June 25	.....	Classes Begin
June 25, 26	.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (6:00-9:00 p.m., evening students)
June 26	.....	Last day to withdraw with refund
July 4	.....	Independence Day Holiday
July 7	.....	Last day to complete application for graduation



July 25 . . . . . Last day to withdraw from class with a "W"  
 July 25 . . . . . Evening classes only. Last day to change from credit to audit  
 August 5 . . . . . Final examinations. All grades due in Registrar's  
 Office by 4:00 p.m., August 6

## FALL TERM — 1975-76

July 25 . . . . . Last day to make application for admission as a day student, 3:00 p.m.  
 July 28 . . . . . Final testing for all new day students who have not taken the  
 Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)  
 August 4 . . . . . Final day to complete all application procedures for admission  
 as a day student, 3:00 p.m.  
 August 4 . . . . . Last day to reactivate files for day school.  
 August 11 . . . . . Faculty Reports  
 August 12, 13 . . . . . Orientation, Advising, and Registration for Groups  
 I and II Students not in attendance during 1975 Winter or Spring  
 Terms, 8:00 a.m., 3:00 p.m.  
 August 14, 15 . . . . . Orientation, Advising, and Registration for Groups III and IV Students not  
 in attendance during 1975 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.  
 August 12 . . . . . Registration for returning evening students, 6:00-9:30 p.m.  
 August 13, 14, 15 . . . . . Registration for new and returning evening students 6:00-9:30 p.m.  
 August 18 . . . . . Late Registration for day students who met all entrance  
 requirements as of August 4, 9:00-12:00 Noon.  
 August 18 . . . . . Late Registration for evening students 6:00-9:00 p.m.  
 August 19 . . . . . Classes Begin  
 August 19, 20, 21, 22, 25 . . . . . Days to correct schedules (9:00 a.m.-3:00 p.m., day students)  
 August 19, 20, 21, 25 . . . . . Evenings to correct schedules (6:00-9:00 p.m., evening students)  
 August 25 . . . . . Last day to withdraw with refund  
 September 1 . . . . . Labor Day Holiday  
 September 22 . . . . . Last day to complete application for graduation.  
 October 10 . . . . . Eight Weeks Progress Report Period ends. Grades are due in  
 Registrar's Office Thursday, October 16, 9:00 a.m.  
 November 11 . . . . . Veterans Day Holiday  
 November 27, 28 . . . . . Thanksgiving Holidays  
 December 1 . . . . . Last day to withdraw from class with a "W"  
 December 1 . . . . . Evening classes only. Last day to change from credit to audit.  
 December 12, 15, 16, 17, 18 . . . . . Final examinations. All grades due in Registrar's Office  
 on or before 4:00 p.m., December 18.  
 December 18 . . . . . End of Fall Term.

## WINTER TERM — 1975-76

December 8 . . . . . Last day to make application for admission as a day student, 3:00 p.m.  
 December 8 . . . . . Final testing for all new day students who have not taken the  
 Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)  
 December 12 . . . . . Last day to reactivate files for day school.  
 December 15 . . . . . Last day to complete application procedures as a day student, 3:00 p.m.  
 January 5 . . . . . Faculty Reports  
 January 5, 6, 7 . . . . . Orientation, Advising, and Registration  
 January 5 . . . . . Registration for all returning day students only.  
 January 5 . . . . . Registration for returning evening students only.  
 January 6, 7 . . . . . Registration for new and returning day students 9:00-3:00 p.m.  
 January 7 . . . . . Orientation, Advising and Registration for new day  
 students 9:00 a.m.-3:00 p.m.  
 January 7 . . . . . Registration for new and returning evening students 6:00-9:30 p.m.  
 January 8 . . . . . Late registration for day students who met all entrance requirements  
 as of December 15, 9:00 a.m.-12:00 Noon.

## Calendar

January 8	Late registration for evening students, 6:00-9:00 p.m.
January 12	Classes Begin
January 12-16	Days for correcting schedules (9:00 a.m.-3:00 p.m., day students)
January 12-15	Evenings to correct schedules (6:00-9:00 p.m., evening students)
January 16	Last day to withdraw with refund.
February 16	Last day to complete application for graduation.
March 5	Eight Weeks Progress Report Period ends. Grades due in Registrar's Office Wednesday, March 10, 9:00 a.m.
April 16, 19	Easter Holidays.
April 15	Last day to withdraw from class with a "W".
April 15	Evening classes only. Last day to change from credit to audit.
April 29, 30, May 3, 4, 5	Final examinations. Grades due in Registrar's Office by 4:00 p.m., May 5, 1976.
*May 6	Orientation, Advising, and Registration (See Spring I Calendar).
May 11	Commencement Exercises.

### FIRST SESSION 1975-76 — Spring Term I

April 15	Last day to make application for admission as a day student, 3:00 p.m.
April 22	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 22	Last day to reactivate files for day school
April 29	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m.
*May 6	Orientation, Advising, and Registration for new day students
May 12	Registration: Returning students 9:00-3:00 p.m. All evening students, 6:00-9:30 p.m.
May 13	Late Registration.
May 13	Classes Begin.
May 13, 14, 17	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students).
May 13, 17	(6:00-9:00 p.m., evening students).
May 17	Last day to withdraw with refund.
May 24	Last day to complete application for graduation.
May 31	Memorial Day Holiday.
June 16	Last day to withdraw from class with a "W".
June 16	Evening classes only. Last day to change from credit to audit.
June 23	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 23.
June 23	End of First Session.

### SECOND SESSION 1975-76 — Spring Term II

June 7	Last day to make application for admission as a day student, 3:00 p.m.
June 14	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 14	Last day to reactivate files for day school.
June 15	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers).
June 25	Registration, Orientation and Academic Advising for new and returning students.
June 25	Registration: New and returning students (9:00-3:00 p.m.) day students only. All evening students 6:00-9:30 p.m.
June 28	Late Registration.
June 28	Classes Begin.
June 28, 29	Days to correct schedules due to error only (9:00 a.m.-3:00 p.m., day students) (6:00-9:00 p.m., evening students)

June 29	.....	Last day to withdraw with refund.
July 5	.....	Independence Day Holiday.
July 9	.....	Last day to complete application for graduation.
July 30	.....	Last day to withdraw from class with a "W".
July 30	.....	Evening classes only. Last day to change from credit to audit.
August 6	.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 6.
August 6	.....	End of Term.
August 16, 1976	.....	Faculty report for Fall Term 1976-77.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

*Computer terminals are  
prominent in the  
Registrar's Office  
these days . . .*



*But secretaries  
are still needed,  
and still very much  
a part of the scene.*

## Faculty

# Faculty

<b>ACKERMAN, KENNETH E.</b>	Chemistry
B.S., Baldwin-Wallace College	
M.A., Western Reserve University	
<b>ADAMS, FLORENCE C.</b>	Music
(Personal Leave 1974-75)	
B.M., College — Conservatory of Music of the University of Cincinnati	
M.M., Eastman School of Music of the University of Rochester, N.Y.	
<b>ADAMS, JOHN F.</b>	Basic Studies
B.A., Barry College	
M.A., Auburn University	
<b>ALBEE, D. HUGH</b>	Music
A.B., B.M., M.M. University of Rochester	
<b>ALBER, KNUD D.</b>	Mathematics
B.S., North Carolina State College	
M.Ed., University of North Carolina	
M.A., Louisiana State University	
<b>ALLEE, MAX LEROY</b>	Psychology
B.A., M.A., University of Florida	
<b>ALLRED, ELIZABETH T.</b>	Biology
A.B., Keuka College	
M.A., Mount Holyoke College	
<b>AMBROSIO, MARTHA A.</b>	Hotel — Food Service
B.S., M.S., R.D., Florida State University	
<b>ARANT, ODAS E.</b>	Art
B.A., M.F.A., Florida State University	
<b>ARCHER, PATRICK</b>	Art
B.A., Principia College	
M.F.A., Calif. College of Arts and Crafts	
<b>AUSTIN, LEON F.</b>	Electronics
B.S., M.S., Florida State University	
<b>BAILEY, RICHARD R.</b>	Biology
B.S., Florida A & M University	
M.S., Fairleigh Dickinson University	
<b>BALDREE, JEWEL S.</b>	Basic Studies
B.A., M.A., North Texas State University	
<b>BALDREE, OPAL H.</b>	Data Processing
B.S., University of Illinois	
M.A., Florida Atlantic University	
<b>BARTON, FRANCIS D.</b>	Mathematics
B.S., B.S.A.E., U.S. Naval Academy	
M.Ed., Florida Atlantic University	
<b>BATSON, ROBERT L. JR.</b>	Business Administration
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
<b>BECHERER, FLOYD O.</b>	History
A.B., M.A., Washington University	
<b>BELL, ROY E.</b>	Physical Education
B.S., M.P.E.H., University of Florida	
<b>BENEDICT, DEAN G.</b>	Dental Assisting
B.S.Ed., Ohio Northern University	
D.D.S., Ohio State University	
<b>BENKEN, BARBARA J.</b>	Nursing
R.N., B.S., State Univ. College at Plattsburg, N.Y.	
<b>BETZ, VINCENT P.</b>	English
B.A., Seton Hall University	
M.Ed., University of Florida	
<b>BLANTON, BETTY G.</b>	Physical Education
B.S., Florida State University	
M.P.E.H., University of Florida	

- BLOODWORTH, CAROL J.** . . . . . French, Spanish  
B.A., M.A.T., Emory University
- BONVECHIO, CONSTANCE J.** . . . . . Dental Hygiene  
R.D.H., A.A.S., State University of New York at Farmingdale  
B.S., Florida Atlantic University
- BOOK, ROBERT L.** . . . . . Engineering Graphics  
B.S.Ed., California State College of Pennsylvania  
M.S., Florida State University
- BORTNICK, DAVID M.** . . . . . Mental Health  
B.S. in Ed., Temple University  
M.S.W., Florida State University
- BOSWORTH, MARY L.** . . . . . Chairman, Dept. of Basic Studies  
B.S.Ed., Georgia State College for Women  
M.Ed., Ed.D., University of Miami
- BOTTOSTO, SAMUEL S.** . . . . . Chairman, Dept. of Social Science  
B.S., Columbia University  
M.A., Furman University  
Ed.D., University of Florida
- BOWSER, KATHLEEN L.** . . . . . Director, Early Learning Center  
B.S., Boston University  
M.Ed., Florida Atlantic University
- BRIDWELL, CARRIE G.** . . . . . English  
A.B., Florida A & M University  
M.A., New York University
- BROWN, MARGARET M.** . . . . . Librarian  
B.S., Alabama State College  
M.S. in L.S., Atlanta University
- BULLOCK, RUBY L.** . . . . . Mathematics  
A.B., Florida A & M University  
M.A., University of Chicago  
M.S., University of Maine
- BUSSELLE, DONALD H.** . . . . . English  
B.S.E., University of Tampa  
M.S., Florida State University
- BUTLER, CAROL S.** . . . . . Biology  
B.S., Duke University  
M.A.T., University of North Carolina  
Ed.D., Florida Atlantic University
- BUTLER, PAUL W.** . . . . . Counselor, Student Personnel  
B.S., Ft. Valley State College  
M.A., Fisk University
- BUTTERWORTH, DONALD O.** . . . . . Music  
B.M., M.M., Eastern School of Music  
Ed.D., Teachers College, Columbia University
- CAMPBELL, JUDY ANN B.** . . . . . Nursing  
R.N., B.S., M.A., University of Florida
- CAYLOR, DANIEL P., JR.** . . . . . Biology  
B.S. Indiana University of Pennsylvania  
M.S., Cornell University
- CHANNELL, KENNETH R.** . . . . . Glades Center, Social Science  
A.B., Trevecca Nazarene College  
M.Div., Duke Univer. Divinity School  
M.A.C.T., Univ. of North Carolina at Chapel Hill
- COFFIN, JEAN A.** . . . . . Nursing  
R.N., Methodist Hospital School of Nursing  
B.S., Butler University  
M.S., University of Chicago
- COLLINS, LAURA R.** . . . . . English  
A.B., Eastern Kentucky State College  
M.A., University of Kentucky
- CONLEY, CECIL** . . . . . Glades Center, Executive Dean  
B.S., M.S., University of Kentucky  
Ph.D., North Carolina State University

# Faculty

<b>CONNELL, CHARLES K.</b>	Engineering Graphics
A.A., Palm Beach Junior College	
B.S., M.S., Florida State University	
<b>CONNELLY, OLGA</b>	English
B.S.E., Pennsylvania State Teachers College	
M.A., University of Michigan	
<b>CONNOLLY, JOHN M.</b>	English
B.A., M.A., University of North Dakota	
<b>COOK, DONALD W.</b>	Counselor, Student Personnel
B.S., M.Ed., University of Florida	
<b>COOPER, JAMES A.</b>	Electronics
B.S., Georgia Institute of Technology	
B.S., M.S., U.S. Naval Post Graduate School	
<b>CROWLEY, EDWARD J.</b>	English
B.S., Bridgewater State College	
M.A., Boston College	
<b>CURLESS, WILBUR W.</b>	Glades Center Science/Religion
A.A., Palm Beach Junior College	
B.S., Stetson University	
B.D. & Th.D., Southern Baptist Theological Seminary	
<b>DAMPIER, H. PAYGE</b>	Social Science
B.S.E., M.Ed., University of Cincinnati	
<b>D'ANGIO, ROBERT A.</b>	Assistant Evening Coordinator — North Center
B.A., M.A., Stetson University	
<b>DARCEY, HELEN B.</b>	Reading
B.A., M.Ed., Florida Atlantic University	
<b>DASHER, PAUL J.</b>	Chairman, Department of Physics and Physical Science
B.S., University of Illinois	
M.A., Ph.D., Indiana University	
<b>DAUGHERTY, L. RAYBURN</b>	Social Science
A.A., Lindsey Wilson Junior College	
B.S., Lincoln Memorial University	
M.S., Indiana University	
<b>DAVEY, ELIZABETH Y.</b>	Assistant Dean of Student Personnel
B.S., Douglass College, Rutgers University	
M.S., Barry College	
<b>DAVIS, FRANKIE D.</b>	Business Education
B.S., University of Southern Mississippi	
M.Ed., Florida Atlantic University	
<b>DeBEE, BYRON W.</b>	Guidance
B.A., University of Pittsburgh	
M.Ed., Florida Atlantic University	
<b>DICKINSON, SARAH L.</b>	English
A.B., Florida State University	
M.A., Duke University	
<b>DIEDRICH, HELEN V.</b>	Counselor, Student Personnel
R.N., Wilmington Memorial Hospital	
B.S., M.S., Florida State University	
<b>DIX, JULIE F.</b>	Nursing
R.N., Mt. Sinai Hospital School of Nursing	
A.B. Hunter College	
M.Ed., Florida Atlantic University	
<b>DOOLEY, RUTH W.</b>	Librarian
B.S. in L.S., Drexel Institute of Technology	
A.B., Indiana University	
<b>DOUGLASS, WILEY C.</b>	Director, Library Learning Resources Center
B.A., Florida State University	
M.A., Appalachian State University	
<b>DUNCAN, WATSON B., III</b>	Chairman, Dept. of English
B.A., M.A., University of South Carolina	

<b>EASTERLING, EDITH F.</b>	English
A.B., B.S., Mississippi Southern College	
M.A., University of Alabama	
<b>EGERTON, MELVYN C.</b>	Physical Education
B.S., Western Michigan	
M.S., Indiana State	
<b>ERLING, ELISABETH W.</b>	Dean, Assistant, Educational Specifications and Grants
B.S., Nebraska State Teachers College	
M.A., University of Wyoming	
<b>ESTRADA, SILVIO J.</b>	Music
B.A., M.M., Manhattan School of Music	
Ed.S., Teachers College, Columbia University	
<b>EVANS, HOWARD K.</b>	Mathematics
B.S., University of Florida	
M.Ed., University of Georgia	
<b>FAQUIR, MARY R.</b>	Nursing
R.N., B.S., Florida State University	
<b>FAYSSOUX, JACK C., JR.</b>	Chemistry
B.S., Memphis State	
M.S., University of Mississippi	
<b>FERGUSON, GWENDOLYN P.</b>	Student Personnel, Counselor
B.S., Florida A & M University	
M.Ed., Ohio University	
<b>FERGUSON, JESSE, SR.</b>	Guidance
B.S., Hampton Institute	
M.A., New York University	
<b>FLORY, WILLIAM C.</b>	Basic Studies, Speech and Hearing
B.A., M.A., University of Florida	
<b>FOLEY, KENAN F.</b>	Mathematics
B.A., St. Bonaventure University	
M.S., Syracuse University	
<b>FOSTER, HAL D., JR.</b>	Librarian
A.B., Elon College	
M.Ed., University of North Carolina	
<b>FRANKLIN, WALTER A.</b>	Business Education
B.S., M.A., George Peabody College for Teachers	
<b>FREEDMAN, ARNOLD M.</b>	Social Science
B.A., Florida State University	
M.A., University of Florida	
<b>FRENCH, RONALD L.</b>	Occupational Therapy
B.S., Indiana University	
<b>GALBRAITH, WILLIAM B.</b>	Physical Science
B.S., Florida Southern College	
M.Ed., University of Florida	
<b>GARY, GLORIA R.</b>	Glades Center, English
B.A., Shaw University	
M.Ed., North Carolina Central University	
<b>GATHMAN, CRAIG A.</b>	Biology
B.S., Alfred University	
M.S., University of Miami	
<b>GHIOTO, BANNA I.</b>	Nursing
R.N., Memorial School of Nursing	
B.S., University of Michigan	
M.S., University of Maryland	
<b>GLYNN, PAUL J.</b>	Dean of Student Personnel
B.S., New Jersey State College	
M.A., Montclair State College	
<b>GRAHAM, CHARLES G.</b>	Assistant Registrar
B.S.E., Arkansas State Teachers College	
M.S., Memphis State University	

# Faculty

<b>GRAHAM, PAUL W.</b>	Dean of Academic Affairs
B.S., Mississippi State College.	
M.A., Ed.D., University of Mississippi	
<b>GRAHAM, WALKER A.</b>	English
B.S., in Ed., Missouri State Teacher's College	
M.A., University of Mississippi	
<b>GRAY, JOSEPHINE M.</b>	Art
B.A., William Penn College	
M.A., Teachers College, Columbia University	
<b>GROSS, IRVING J.</b>	Music
B.M.E., Chicago Musical College	
M.M., Northwestern University	
<b>GROSS, RICHARD H.</b>	Biology
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Every Department of the college has been served by part time instructors at one or more of the centers.

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 B.S.E., University of Arkansas  
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 MURRAY, DIANA P.  
 NIESZ, MILDRED E.  
 O'DONOVAN, LUCRETIA H.  
 O'NEIL, KATHY W.  
 ORSENIGO, MARY B.  
 OWENS, CALLIE J.  
 PIBER, MARIE  
 PIERCE, JANE C.  
 PITTMAN, ISABEL C.  
 PLAGER, EDITH  
 POLETE, SHARON L.  
 POULIOT, CHRISTINE M.  
 POWELL, MARY L.  
 RAMOS, MARGARITA  
 REASNER, MARYANN J.  
 REES, DOROTHY E.  
 ROBERTS, MARIE C.  
 RODELA, GAIL P.  
 SANDERS, BETTY J.  
 SCHMIDT, BETTY J.  
 SMITH, JOYCE A.  
 SMITH, ROSWITHA M.  
 SOUTHATD, MARION W.  
 SPRAGUE, MARION L.  
 ST. BERNARD, JOYCE S.  
 STEWART, FANCHON M.  
 TAYLOR, LORETTA P.  
 TEMPLETON, LYNN D.  
 TIDDENS, ARLENE  
 VAZQUEZ, MARILYN C.  
 WALKER, GLORIA J.  
 WEIGEL, WILMA T.  
 WESTER, DELORES  
 WHITE, BETTY  
 WHITLOCK, JOAN  
 WILLIAMS, INGRID M.  
 WILSON, KITTIE L.  
 WILSON, LINDA A.  
 WOODYARD, NORMA



*It is more than 40 miles from E.F. Sutton and the Petite Marmite on famous Worth Avenue in Palm Beach to the Winn Dixie Supermarket in Belle Glade, and almost that same distance from Jordon Marsh in the Palm Beach Mall to the Sandal Foot area of southwest Boca Raton, where Southern Bell recently installed some telephones.*



## This is PBJC??

*In between these widely separated points on the map such disparate corporate entities as a restaurant called Gentleman Jim's in Boynton Beach, a photographic processor on Bunker Road and a Sears outlet in West Palm Beach, and an air conditioning and refrigeration repair place in Delray Beach all share one interesting fact which makes them, we believe, a vital part of PBJC.*



*All these fine business organizations, as well as such governmental units as the Director of Public Safety and the Visiting Nurses Association provide employment for a PBJC student. For examples, see the following pages.*





## ***This Is PBJC***

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*Palm Beach Junior College reaches out in many ways into the community it serves. One of the principal ways, often overlooked, is through the 67 per cent of its 7,000 students who are working as well as learning.*

*Some student jobs are part-time, some full-time, some day-time, some night-time, some, (26 per cent), connected with the student's major, others, like Lori Jackson's, not.*

*Lori, shown at the right in her classroom at PBJC South, is a sophomore, majoring in psychology. On the cover of this section, Lori is shown on the job with a fellow telephone installer, Bill Morris, on the job. On page 22 is a small photo of the apartments in Sandal Foot, southwest Boca Raton, where Lori was working when we found her.*



*On the five following pages are 10 other examples of PBJC students who combine work and study. This, as much as buildings and grounds, as much as teachers and books, as chalkboards and computers, is PBJC.*

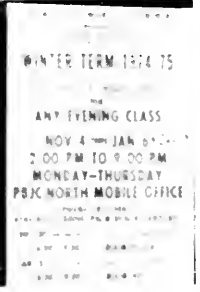




*Harvey Schmelzer, a sophomore, is shown below studying drafting, and at right with his employee, Dale Musial at Photodraphics, a firm doing photo copy work. While Harvey's job is not part of his program of study, it is related.*



*Pretty Kriste Lynn Lock is already working part-time as a secretary at E.F. Hutton, above, while she studies to be a better one at PBJC. Kriste likes her job and hopes to go full-time after graduation.*



*Annye Daniels, R.N., has worked for the Visiting Nurse Association for 12 years, (photo at left), and is now a student at PBJC, North, where she is assembling credits toward a B.S. degree.*

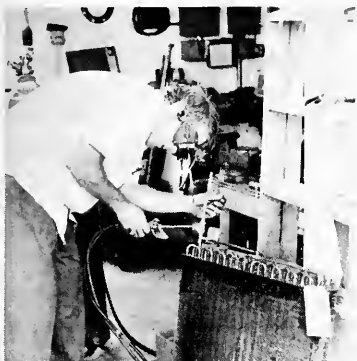


*Dorothy Walker is a Pre-Law major at Palm Beach Junior College, Glades, who worked at a check-out counter at Winn Dixie in Belle Glade while earning her Associate in Arts Degree.*



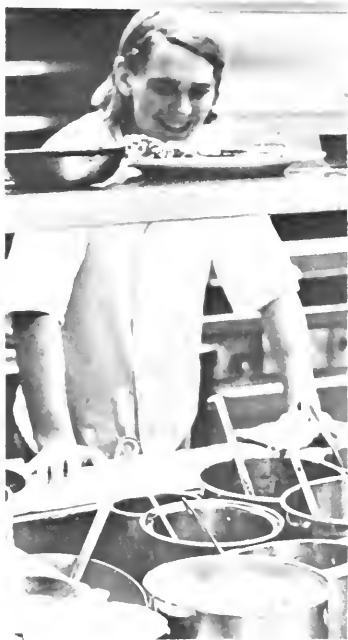


*David Straight, at work on a final exam in Air Conditioning at PBJC, above, likes his night job with Atlantic Refrigeration, Inc. at Delray Beach. Both job and college have been full-time.*

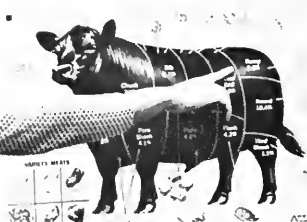


*Lynda Schuh, shown at right with Hotel-Motel instructor, Julio Rive, works at night as a waitress at Gentleman Jim's in Boynton Beach.*





ANGUS BEEF CHART



*Jerome J. Broz, looking at a chart with Mrs. Janice Crawford, PBJC instructor, works in the kitchen of the famous Petite Marmitz, in Palm Beach.*



*Sheryl Ann Grimm waits on a customer at Jordan Marsh in the Palm Beach Mall. The job means both money and college credit to Sheryl, shown at right playing volleyball in a physical education class, since she is a Retailing major.*







*Bart Cunningham, a freshman Retailing student, examines Christmas window at PBJC, above, and takes a telephone order at Sears, right.*



*Patricia Attermeyer, in class at PBJC North, left, has a full-time job at the county courthouse with the Director of Public Safety.*

# History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

An era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to more than 7,000 students in the fall of 1973. The college continued and strengthened its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years. The college has expanded rapidly into almost full use of its first permanent campus, and is currently engaged in planning campuses in the Glades and in the northern part of Palm Beach County.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

In the Fall Term, 1972, the college opened a center in Belle Glade offering day as well as evening classes. With the aid of the Glades Steering Committee, temporary facilities were obtained in the Belle Glade Armory and the north wing of Glades General Hospital.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henerson.

## Philosophy

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community-centered college might be denied the opportunity of pursuing their various educational goals. Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

## Purposes

In implementing its philosophy, the College has several specific and particular purposes:

- A. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation — a program that serves both social and individual needs.
  3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competence and personal adequacy.
  4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area — through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
  1. Qualities of maturity, leadership and ability to participate in group efforts.
  2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
  3. Knowledge, skills and social and intellectual competencies.
  4. Responsible, proficient and informed principles of citizenship.
  5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

## **Accreditation**

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Colleges and Universities and the American Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## ***Palm Beach Junior College District***

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the Board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the Central Campus at Lake Worth.

### **Palm Beach Junior College — Central**

The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 24 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$8 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. Ramps and elevators make all classrooms except those on the second floor of the Social Science, Tech, and Humanities Buildings accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

A satellite attendance center is in operation at the Ambassadors International, 111 South Flagler Drive, West Palm Beach.

Mailing address of the Central Campus is Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida, 33460. The telephone number is 305/965-8000.

## **Palm Beach Junior College — Glades**

The Glades Center of Palm Beach Junior College offers day as well as evening classes, and is headed by an Executive Dean whose office is located in the north wing of Glades General Hospital.

Classes are held in the Belle Glade Armory, which has been remodeled for this purpose. In addition, classes are also meeting at Glades Central High School Annex and at Glades Correctional Institute.

Inquiries specifically involving attendance at the Glades Center should be addressed to Executive Dean, Glades Center, Palm Beach Junior College, 1185 South Main Street, Belle Glade, Florida. The telephone number is 305/996-3055.

## **Palm Beach Junior College — South**

Through the cooperation of Florida Atlantic University, Palm Beach Junior College has the use of the Alexander D. Henderson University School, adjacent to the FAU campus, after 4 p.m., and the use of university classrooms for day classes.

Classes at the South Center are administered through a Coordinator and Staff, who have office space at the Henderson School.

Cooperative programs in Science and Engineering, utilizing dual enrollment in PBJC and FAU, offer a four-year baccalaureate program on one campus. All PBJC courses are offered at the South Center, and utilize the excellent laboratory facilities at FAU. PBJC students in this program have access to FAU facilities, including dormitory accommodations.

Mailing address of the South Center is: Palm Beach Junior College—South, A. D. Henderson University School, 500 N.W. 20th Street, Boca Raton, Florida, 33432. Telephone number is 305/395-5100, ext. 2904.

## **Palm Beach Junior College — North**

Through the cooperation of the Palm Beach County Public Schools and the Community Mental Health Center, Palm Beach Junior College classes are offered at five locations in the north county area. These classes are administered by a Coordinator and Staff who have office space at Palm Beach Gardens High School. Mailing Address: North Center, Palm Beach Junior College, Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens, Florida, 33423. Telephone number: 305/622-3863. (Alternate number: 305/965-8006).

**PALM BEACH GARDENS HIGH SCHOOL.** A college-owned mobile office serves as temporary headquarters for coordination of PBJC — North. The high school provides use of some classrooms in the evening.

**SUNCOAST HIGH SCHOOL.** Use of some classrooms in the evening. Suncoast High School is located at Hornet Boulevard, Riviera Beach.

**JUPITER MIDDLE HIGH SCHOOL.** Use of some classrooms in the evening. The school is located at 601 West Toney Pennor Drive, Jupiter.

**HOWELL WATKINS JUNIOR HIGH SCHOOL.** Use of some classrooms in the evening. The school is located at 9480 Garden Boulevard, Palm Beach Gardens.

COMMUNITY MENTAL HEALTH CENTER. Special classes by arrangement with the staff. The Center is located at 1041 45th Street, West Palm Beach.

# ***Continuing Education***

## **EVENING CLASSES**

Evening classes at Palm Beach Junior College not only serve as an extension of the day program, but seek to meet the educational and cultural needs of the larger adult community. Although most instructors in the evening are full-time faculty members, an increasing number of part-time instructors, representing a wide variety of technical and professional expertise, are utilized. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

A separate bulletin listing the courses offered in the evening is published in March, July and November. To obtain a copy of the Evening Classes Bulletin or for general information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

## **COMMUNITY SERVICES**

Palm Beach Junior College facilities are available for community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public.

Others charge enough to help defray expenses, or to raise scholarship funds.

## **NON-CREDIT OFFERINGS**

Palm Beach Junior College offers non-credit continuing education courses in the areas of agriculture, business, citizenship, distributive, health, home economics, technical, and trade and industrial education. Continuing education units may be earned for satisfactory completion of continuing education courses.

These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study.

For information concerning non-credit course offerings, contact the Evening Coordinator's office, 965-8006.

The following non-credit courses and workshops were scheduled in 1974-75.

### AGRICULTURE

Lawn and Golf Green Management  
Institute of Horticulture (Subjects to be selected)

### CITIZENSHIP

Cub Scout Training  
Scout Leadership Training Program

Immigration Laws and Policies  
Woman Alone

### DISTRIBUTIVE

Accountant's Workshop (Florida Accountants)  
AIB Bank Teller's Workshop  
Chartered Life Underwriters (To be Selected)  
College Publication Lab  
Early Childhood Education Conference  
Effective Communication for Career Development  
Floral Design  
Floral Design — Advanced  
Introduction to Appraising Real Property  
Learning Disabilities  
Picture Framing  
Right to Read Development Program

Savings and Loan Institute  
Savings Accounts  
Savings & Loan Association (Introduction)  
Savings Association Lending  
Savings & Loan Data Processing  
Teller Operations

Tax — Basic Individual Income  
Tax — Small Business Course  
Tax Consultants Conference — Agricultural Extension

Stock Market and Investment Techniques

### HEALTH

Dental  
Dental Research Clinic  
Obtaining Bacteriological & Cytological Specimens  
Placing and Removing Matrices

Polishing Clinical Crowns and Restorations

Nursing  
Basic Electrocardiography  
Clinical Assessment  
Coronary Care for L.P.N.'s  
Geriatrics for Nurses  
Legal Aspects of Health Care  
Medical Intensive Care  
Medical Technology  
Nursing Task Force on Continuing Education (To be Selected)  
Pharmacy for Nurses  
Respiratory Intensive Care  
Surgical Intensive Care

### TRADE & INDUSTRIAL

Air Conditioning & Refrigeration HARV  
Air Conditioning Technology  
Art Metalcraft  
Building and General Contractor  
Custodial Maintenance Training  
Journeyman Electrician  
Journeyman Plumber  
Landlord & Tenant Law Conference  
Lost Wax Casting  
Master Plumber  
Musical Instrument Repair  
Music Theater Lab (Vocal)  
Navigation — Celestial & Electronic  
Navigation — Chart & Compass  
Opera Workshop  
Residential Contractor  
Technical Review for Civil Engineers I  
Technical Review for Civil Engineers II  
Technical Review for Electrical Engineers  
Technical Review for Surveying Exam  
Theater Dance Technology  
Theater Production Lab  
Tidal Boundary Surveying Procedures  
Water Pollution Control  
Women in Construction

Police Academy  
Basic Auxiliary Police Officers  
Basic Standard Recruit  
Breathalyzer Technician  
Career Development Officer — Advanced  
Career Development Officer — Intermediate  
Investigation of Abnormal Sex Offender  
Parole and Probation Orientation

## ***Student Activities***

### **Intercollegiate Athletics**

Palm Beach Junior College has achieved national recognition through intercollegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, cross-country, softball, and volleyball. Membership in the Florida Junior College Conference, the National Junior College Athletic Association, and the Association of Intercollegiate Athletics for Women largely determines policies and procedures by which the program operates. The Athletics Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

### **Intramural and Recreational Activities**

Intramural and Recreational activities are sponsored by the Department of Health, Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

### **Assemblies**

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

### **College Reading Center**

The College Reading Center provides a free program for all students who wish to improve their reading skills — comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The services of the College Reading Center are available to any student by appointment.

### **Speech and Hearing Center**

The College Speech and Hearing Center provides free clinical services to students on a voluntary basis. Assistance is available in the following areas:

Problem sounds, fluency, rate, voice quality, speech reading, listening skills, and



English as a second language. Hearing evaluations are scheduled on a priority basis by appointments.

## **English as a Second Language Laboratory**

The services of the English as a Secondary Language Laboratory are available to all students who are not native speakers of English. These services include linguistic assistance, materials, and equipment designed to help students improve their speaking, listening, reading, and writing skills.

# ***Student Personnel Services***

## **Placement Tests**

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during the 1969-70 school year. Test results prior to 1969-70 will not be accepted.

Out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students should contact their guidance counselor for test dates and applications. To insure receipt of ACT scores, this test should be taken in October for admission to the winter term and in April for admission to the fall term.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Applicants who are in Military Service may write and request the Director of Testing to mail placement tests to his education officer who has agreed to administer the test on his base as an aid to complete admission requirements prior to registration assignments. (Applies to first-time-in-college students only.)

Students enrolling at Palm Beach Junior College who do not speak English as their native language should take proficiency tests in English, administered by the college, before registering for any courses. The test results are used for counseling purposes only, so that each student may be guided into courses most beneficial to him.

## **Orientation**

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study, and arrangements are made at this time for assigning the student an academic advisor.

### **Individual Counseling**

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

### **Evening Counseling Service**

Professional guidance counselors will be available in the main office (Registrar's Office) to provide counseling services for evening students.

### **The Career Information and Study Center**

Located on the first floor of the Library Learning Resources Center, the Career Information and Study Center is designed to provide assistance with the student's individual career development. In addition to guidance and counseling activities, the Center includes a centralized repository of career information of the standard variety — description of career, duties and responsibilities, salary estimates, job outlook, educational and personal qualifications, etc. A collection of up-to-date print and non-print information about careers including films, slides, recording and video cassettes is available. Students are encouraged to avail themselves of these materials and services while using the accompanying study areas.

### **Academic Advisement**

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

### **Student Health Services**

The following services are available in the Student Personnel Office:

- Health Counseling by appointment
- First Aid treatment — limited medication with parental permission
- Handicapped parking in various areas of the campus
- Student Accident Insurance applications and claim forms.

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.

### **Housing**

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Housing Office, Student Personnel Department, SAC Lounge. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. The college has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially foreign students, should finalize housing arrangements at least one month before date of registering.

### **Food Service**

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government Surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

### **Bus Service**

The Transportation Authority of Palm Beach County has recently put into operation an hourly bus schedule (8:20 A.M.-5:20 P.M.) from Lake Worth to PBJC, Route 6. For information, call 686-4555.

### **Job Placement**

Placement Services include listing by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Information Center, Job Placement Office, departmental bulletin boards, and in the Main Office for evening students. Job Placement is also handled in the various departments.

### **Insurance**

The College recommends that all students purchase student insurance. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

### **Student Handbook**

All regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Assistant Dean of Students' office in South Lounge.

## ***Student Financial Aid***

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need as determined by the Parents' Confidential Statement or the Student's Financial Statement of the College Scholarship Service, Box 176, Princeton, New Jersey 08540.

Applications and completed financial information must be on file in the Office of Financial Aid by July 1. Applications received after that date will be considered according to the availability of funds. A new application for financial assistance for all programs must be submitted each year.

### **Scholarships and Grants**

Many scholarships and grants are available to needy students from college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents or academic achievement.

Students seeking athletic grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department.

**BASIC EDUCATIONAL OPPORTUNITY GRANT.** A federally sponsored program of aid is available for full-time students who entered college for the first time after April 1, 1973. The amount of the award, based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS.** A federally sponsored program provides funds of \$200 to \$1000 for especially needy students. Amount of the award is determined by the college and must be matched by other forms of aid.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who have been residents of Florida for two years and have demonstrated financial need. Scores on the Florida Twelfth Grade test are considered in determining eligibility.

### **Law Enforcement Education Program (LEEP)**

Any full time employee of a publically funded law enforcement or corrections agency is eligible for a grant covering tuition, fees and books. The recipient of a grant agrees to remain in the service of some law enforcement agency for two years following completion of the courses for which he receives the grant.

Failure to complete the required service obligation requires complete repayment of the grant or loan at seven percent simple interest.

### **Loans**

While unnecessary borrowing is not encouraged if other forms of aid are available, it has become an acceptable means of investing in a person's future.

**COLLEGE LOANS.** The college administers several loan funds to be used by graduates going on to upper division. They are granted in varying amounts based on academic achievement and need.

**EMERGENCY LOANS.** A loan fund has been established to permit a student to borrow from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid one week before final examinations in the term in which the loan is made. a 2% service charge is made for these loans.

**FEDERALLY INSURED LOANS.** Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statements must be submitted to the college for review and then submitted to the lending agency by the student. Seven percent simple interest begins after the student leaves college and repayments may be made over a five to ten year period.

**FLORIDA STATE LOAN.** Students who have been bona fide residents of Florida for at least one year are eligible to obtain a loan from the state which may be repaid upon graduation or termination as a full-time student. Repayment at four percent interest begins six months after leaving college.

## Students Assistantships

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify under the Federal Work Study Program or have special talents or training.

**COLLEGE WORK STUDY PROGRAM.** Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program are advised to work no more than 15 hours a week while school is in session.

## Graduating Sophomore Scholarships

Between 25 and 30 scholarships, varying from \$100 to \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

## State Vocational Rehabilitation Scholarships

The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.

# ***Student Body Organizations***

## **Student Government**

The management of clubs and many other student activities is vested in the Executive Department of the Student Government Association along with the elected Student Senate under the general direction of the Dean of Student Personnel and his staff. Some on-going student activities are managed by the Academic Department to which they are attached, working cooperatively with students engaged in that activity.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

## **Honorary Organizations**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

**SIGMA PHI ALPHA.** Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

## Student Publications

**THE BEACHCOMBER.** The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

**THE GALLEON.** The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

**MEDIA.** Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

## Special Interest Groups

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be, readily obtained from the Director of Student Activities.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

### SPECIAL INTEREST GROUPS

Alumni Association  
Amateur Radio Club  
Art Club  
Chess Club  
Foreign Language Club  
Forensics  
Institute of Electrical and  
Electronic Engineers  
Junior American Dental  
Hygiene Assn.  
Organization of Afro-American Affairs  
Political Union  
Religious Groups  
Sales and Marketing Club  
Science Club  
Student Education Association  
Students for International  
Understanding

Student Contractors and  
Builders Assn.  
Student Nurses Association  
Young Democrats  
Young Republicans  
Veterans Association

### MUSIC ORGANIZATIONS

Brass Ensemble  
Concert Band  
Concert Choir  
Concert Orchestra  
Guitar Ensemble  
Jazz Ensemble  
Music Theater Guild  
Pacesetters  
Percussion Ensemble  
String Ensemble  
Student Music Educator's  
National Conference

## Student Body Organizations

### SOCIAL CLUBS

Alpha Phi Delta  
Chi Sig  
Phi Da Di  
Philo  
Thi Del  
Thi Omega

### SERVICE CLUBS

Campus Gold  
Circle K — Ke-ettes  
Civitan — Civinettes  
Collegiate Jaycees



PBJC: "Lucy Booth," instituted by the Director of Health Services, dispenses much-needed health information.





## ***General Regulations***

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## ***Methods of Admissions***

### **CERTIFICATE OF GRADUATION**

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

### **STATE HIGH SCHOOL EQUIVALENCY DIPLOMA**

Legal residents of Florida who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

### **ADMISSION POLICIES**

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and education institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of narcotic drugs, or for campus disruptions.

### **Dual Enrollment**

Exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "C" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in

evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met. It is the responsibility of the Dual Enrolled student to take the Florida 12th Grade Placement test at his high school.

Students who are dual enrolled will not be permitted to participate in College activities.

## Early Admissions

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

A student in the early admissions program is considered to be a junior college student, but it remains the responsibility of the student and his high school to see that all high school graduation requirements are met.

Students approved for early admission will be eligible for student activities on the same basis as any other full time student.

## Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4, or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferrable to Florida institutions of higher education participating in a state-wide agreement.

## College Level Examination Program (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

## Methods of Admissions

Students presenting official transcripts of acceptable scores will be awarded credit with a maximum of 27 semester hours on College Norms. Credits may be earned in the following areas: **English, Natural Sciences, Mathematics, Humanities, Social Sciences-History.**

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institutions to which he expects to transfer and determine the acceptability of this credit.

## Methods of Admissions

CLEP credit will allow some students to exempt lower level college courses in General Education. Students receiving CLEP credit must register for advanced courses in the areas exempted to secure additional credit. Entries on official transcripts will be labeled "CLEP Credit." Entries on transcript in columns of "Hours Attempted" and "Quality Points" will be omitted.

## Departmental and Special Course Examinations

Students who have been admitted to the College may take, where available, special credit course examinations by paying a fee of \$11 per credit hour. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester the credit will not be granted.

## Military Service Credits

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses.

Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

## Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
3. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

## Transient Students

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for a session(s) of the Spring Term should complete Palm Beach Junior College Application for Admission Forms, or, if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

## Foreign Students

Palm Beach Junior College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll.
2. Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. These records, when evaluated by the the United States Office of Education or a standard guide currently used at PBJC, must meet admissions standards.
3. Foreign Applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey, 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to the Registrar's Office at PBJC. Successful completion of a program in "English as a Foreign Language" taken in residence at an American Institution of higher learning may be accepted in lieu of the test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the

## Methods of Admissions

Foreign Student Advisor four to six months prior to the expected date of enrollment.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form 1-20A as required by the United States Immigration Office, Department of Justice.

## Change of Regulations

The college reserves the right to deny admission to any applicant and to change any of its rules, courses, regulations, calendar and charges without notice.

*Debbie Sperlich, a music major, graduated in May, 1974, with a 4.0 average.*



# ***Admission Procedures***

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

## **1. ADMISSION FORMS**

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the residence affidavit notarized (page 4 of application form), and forward completed application to the Registrar's Office. An identification photo is requested.

## **2. TRANSCRIPTS**

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College. If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

## **3. STUDENT PERSONNEL HEALTH SERVICES FORM**

A Health Information card must be filled out at registration, and updated at each subsequent registration.

## **4. PLACEMENT TESTS**

In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors since 1971 or (2) take the tests at the college on the date designated in the college calendar or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July. While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

## **5. ACCEPTANCE**

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

Any student falsifying application records will be subject to immediate dismissal without refund.

## **Specialized Programs**

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

## Admission Procedures

### NURSING

All students entering the Nursing Program are required to take the college placement examination unless they have twenty-four hours of credit accepted by the Nursing Department.

Freshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 200 or less on the Twelfth Grade Placement Test shall be required to complete twenty-four hours of work before entering the Nursing courses. These twenty-four hours will be courses required in the Nursing curriculum; and will include six hours of science with a grade of C or better.

Students must have a cumulative grade point average of 2.0 (C) on all college work attempted.

If a student wishes to be readmitted to the Nursing Program, he or she must be approved by the Nursing faculty. If a student receives a second "F" in a Nursing course, he or she will be asked to withdraw from the program.

All Students entering the Nursing Program must have completed physical examination form on file prior to acceptance into the program.

Priority will be given to Florida residents. Applicants for the Associate Degree Nursing Program must have completed all of the above requirements by May 1. Applications received after this date will be considered if vacancies are available.

Selection of new students will be made after May 1. Students currently enrolled in the winter term will be selected after May 1, if course credit warrants. Entering students must have a personal interview with staff of Nursing Department.

Students may challenge the Nursing courses if previous experience and academic preparation warrants. Challenge examinations must be arranged through the department chairman. Examinations for Fall courses must be completed before June 1, and course for the Winter must be challenged before November 1.

Both men and women are eligible to apply regardless of marital status. There is no age limit. However, graduates must have attained the age of nineteen to write the licensing examination in Florida.

If a person has successfully completed a course in high school chemistry within the past five years, CY 100 may be waived. CY 100 or high school chemistry within the last five years is a prerequisite requirement to enter the Nursing Program.

### LPN TO RN PROGRAM

Minimum Requirements for Admission:

1. Be a Licensed Practical Nurse
2. Have a 2.0 average on all college work
3. Have a "C" in Anatomy and Physiology and in Microbiology
4. Have passed the challenge examinations in (a) Nursing Fundamentals; (b) Obstetrics; (c) Pediatrics; and (d) Nutrition
5. Have completed the following courses:



BY 151-152	Anatomy and Physiology
BY 156	Microbiology
CY 100	Chemistry (will accept if has been within 5 years in high school)
EH 101-102	Freshman Communications
HE 103	Nutrition (May be challenged)
PE	(If under 25 years of age)
PY 201	Psychology
SS 101	Social Institutions (or SS 207 Sociology)
SS 102	Political Institutions (or HY 201 U.S. History Up to 1865; or PL 201 American Nat'l Gov't)

Credit for LPN Schooling:	Fundamentals of Nursing	5 credits
	Obstetrics	2 "
	Pediatrics	2 "
	Nutrition	2 "
		11 "

Credit as listed above will be given when the applicant has passed each of the challenge exams with a "C" grade. The fee for challenge exams is \$11.00 a credit (total cost: (total cost: \$121).

## OPERATING ROOM TECHNICIAN

All students entering the Operation Room Technican Program must have a personal interview with staff of Nursing Department. No test required.

## DENTAL HEALTH SERVICES

For the purposes of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

## DENTAL HYGIENE

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February of the year in which they apply; (2) submit results of Florida 12th Grade Test, not more than three years old, (given at PBJC in December); (3) have medical and dental examinations, results of which are recorded on form furnished by college; (4) be a resident of Florida for twelve months prior to registration; (5) complete all requirements by March 15 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

## DENTAL ASSISTING

Applicants must (1) have a medical and dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with a staff member of the Dental Assisting Program.

## **Admission Procedures**

### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

### **READMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS**

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.
2. All student application records must be updated to be considered for the new class.
3. If accepted for readmission, it will be necessary to audit all dental courses already completed.

### **Reactivated Students**

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

### **Dual College Enrollment**

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

### **Handicapped Students**

Students who meet admission requirements will be accepted, if the Admissions Committee feel that they can succeed in normal classroom situations on the college level without extra assistance. Students who are not able to continue under the above circumstances will be asked not to return by the Admissions Committee.

## Senior Citizens

Senior citizens are a welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even fuller use of the college by senior citizens is given in detail in the "PBJC FEES" section.



*Vital, healthy and outgoing, Tom Hammitt does not let his handicap get in his way.*

## ***PBJC Fees***

All fees are due at the time of registration. The College has no provisions for the extension of credit of any kind. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full; nor may a student attend classes until this is accomplished. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: One for registration fees and one which may be used to purchase books and supplies.

### **BASIC FEE SCHEDULE**

In-State Students . . . . . \$11.00 per credit hour

Out-of-State Students . . . . . \$22.00 per credit hour

All students enrolled for 12 credit hours or more will be required to pay the State Scholarship Fee of \$4.50.

### **\*\*Special Fees**

#### **MISCELLANEOUS FEES**

Transcript Fee . . . . . \$1.00

Two transcripts, whether partial or final, are furnished free of charge.

Additional transcripts will not be issued until this fee is paid.

Special Term Examination Fee . . . . . 3.00

Fee for Department and

Special Course Examinations . . . . . 11.00/credit hour

Special Announced Test Fee . . . . . 2.00

Breakage Card Fee . . . . . 2.50

Graduation Fee, Winter Term . . . . . 9.00

Graduation Fee, Other Terms . . . . . 6.00

(An additional fee of \$3.00 is charged graduates of Fall, Spring I and Spring II Terms, if the student wishes to take part in commencement exercises.)

Late Registration Fee . . . . . (\$5.00 per course with  
a maximum of \$20.00)

Returned Check Fee . . . . . 5.00

#### **AEROSPACE TECHNOLOGY FEES\***

AS 132 . . . . . \$241.00

AS 133 . . . . . \$590.00

AS 232 . . . . . \$1,600.00

AS 233 . . . . . \$1,600.00

AS 234 . . . . . \$1,030.00

Total . . . . . 5,061.00

\*Fees subject to change

\*\*Special fees are assessed in addition to the Basic Fee schedule.

The fees above are for a minimum number of dual, solo, Link and oral hours required for the average student to successfully complete each course. In the event that a student does not complete the FAA examination in this minimum number of hours the contractor will extend the hours of training required for the student to achieve a level of competency to pass the examination. Additional hours needed to reach this level will be charged to the student at the following rates:

Oral Instruction .....	\$7.00 per hour
Dual Instruction	
Cessna 150 .....	22.00 per hour
Cessna 172, 177 .....	24.00 per hour
Solo Flight Time	
Cessna 150 .....	15.00 per hour
Cessna 172, 177 .....	19.00 per hour

Fees for flight instruction are paid by the student directly to the vendor providing the service. Refunds, if applicable, are mutually agreed upon by the student and vendor.

## GROUP AND INDIVIDUAL MUSIC FEES

MC 120, 121, 122, 220, 221, 222	
Applied Music-Instrumental .....	\$30.00
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music-Instrumental .....	\$60.00
(Two ½ hour private lessons a week)	
MC 130, 131, 132, 230, 231, 232 Applied	
Music-Voice .....	\$30.00
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music Voice .....	\$60.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice .....	\$20.00
(Class lessons, 2 class hours weekly)	
MC 151, 152, 251, 252 Class Piano .....	\$20.00
(Class lessons, 2 class hours weekly)	
MC 161, 162 Class Guitar .....	\$20.00
(Class lessons; 2 class hours weekly)	
MC 226, 227, 228, 229 .....	\$20.00
(Brass, Woodwind, String,	
Percussion Techniques — Class Lessons)	

## PHYSICAL EDUCATION FEES

Aquatics (Fundamentals of)* .....	\$17.00
Bowling* .....	24.75
Life Saving & Water Safety, Swimming* .....	17.00

\*Fees estimated and are subject to change.

## **Fee for Senior Citizens in Credit Classes**

Senior citizens may register for not to exceed two classes on the final day to drop or add classes in any regular registration period for any existing vacancy in an existing section of a credit class. The fee for each class shall be \$4.00. The Board shall waive the student activity fee. In the case of non-residents, the Board shall waive the non-resident portion of the fee.

Students will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Students registered under this policy must not be currently registered in any other credit classes.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 65 by the day of registration.

## **SHORT COURSE, NON-CREDIT FEES**

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

## **OTHER INDIVIDUAL PROGRAM COSTS**

Students enrolled in the Occupational Therapy Assistant's program must purchase approved insurance and provide for transportation to the community agencies for clinical experience. Students enrolled in Medical Assisting must purchase approved liability insurance during their term of internship.

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. Photography students must furnish an acceptable camera, photographic film and paper. The estimate below includes a range of \$55 to \$80 for an acceptable camera. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Most of these items may be purchased in the college bookstore.

Nursing students . . . . .	\$ 25.00
Dental Hygiene students . . . . .	450.00
Dental Lab Technology . . . . .	150.00
Dental Assisting . . . . .	150.00
Engineering students . . . . .	50.00
Photography students . . . . .	75.00-100.00

## **REFUNDS**

Students who withdraw from college within the first five class days of any term, (except Spring Term — first three days) not including days set aside solely for

## **Federal Education Benefits**

registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

Pre-scheduled students who have pre-paid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's Office in person before official registration begins as published in current catalog for any term. After official registration begins, only eighty percent will be reimbursed.

### **STUDENT ACTIVITY FEE**

An activity fee of \$1.00 per semester hour, which is included in the matriculation fee, has been identified for use in student activities. This fee will be distributed to on-going student activities, such as Athletics, Galleon, Beachcomber, Intramural and Recreation, Assemblies, Student Government Association, etc. Requests for funds are reviewed annually by the Student Activity Fee Committee.

### **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Assistant Dean of Students will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

### **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

## **Federal Education Benefits**

### **VETERANS ADMINISTRATION**

The college is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when V.A. Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by

## Student Residence Classification

the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term*
Full	12 or more sem. hrs.	4 sem. hrs.
3/4	9-11 sem. hrs.	3 sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.
Fees Only	1-5 sem. hrs.	1 sem. hr.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

## SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. Full time at PBJC is 12 credit hours.

## Student Residence Classification

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Minors may change to Resident Students at the change of term after their parents or legal guardians have been in Florida for 12 months. (Proof of guardianship required.)

## RESIDENT STUDENT

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent resident in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

## OUT-OF-STATE STUDENT

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardianship required.) Employees of the Board of Public Instruction or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-Of-State tuition fees may obtain the proper form from the county superintendent's office or from the college.

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\*Combination of six-week and 12-week term is figured individually. The VA allows nothing for widows or children, if the student drops below ½ time.



## SOPHOMORE AND FRESHMAN

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

## REGULAR AND SPECIAL

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring Term student must carry 4 semester hours in each six-week session to be considered a regular student during that session. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

## AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

# Attendance

## CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

## ATTENDANCE REGULATIONS FOR CREDIT COURSES

1. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.
2. There is no such thing as an "allowable cut" in any class. Regular class attendance is expected.
3. If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the instructor immediately upon his return to class to determine what measures can be taken to maintain the continuity of the course.
4. Any student who misses more than 25% of the class meetings for a particular course will receive an automatic "F" in the course, unless he completes an official Drop-from-Class form; or, the instructor may withdraw the student from class with a grade of "WX." (In the case of extreme extenuating circumstances, an instructor may permit a student

## Grading

to remain in the course beyond the 25% maximum and give him the grade earned.)

5. It is the student's responsibility to withdraw himself from a class. This may be done up to two weeks before the final examination period.
6. In case of an emergency, hardship, or extenuating circumstances, a student may request in writing or by telephone to the Assistant Dean of Students-Men/Women, pending their approval, that a Drop-from-Class form be processed for the student.

## ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## Grading

### GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A — Excellent	I — Incomplete
B — Good	W — Withdrew
C — Fair	AU — Audit
D — Poor but Passing	NC — Non-credit Course
F — Failure	

### QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

### GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

### DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

### STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a

student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term.

## **INCOMPLETE WORK**

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

## **ACADEMIC DIFFICULTY**

Students whose low cumulative Grade Point Average would not qualify them for graduation, (2.0), should they continue to be in academic difficulty, will be identified by the Registrar as subject to a program of structured guidance and counseling with Student Personnel during the next term they are in attendance.

# **Policies**

## **STUDENT CONDUCT**

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

## **STUDENT RECORDS**

All official records of a student's work are recorded in the Registrar's Office, Palm Beach Junior College releases a student's records to all institutions at a student's written request. Palm Beach Junior College cooperates with local secondary schools and the State University System in supply student records for their use. Official records are available to any Government representative (properly identified, i.e. FBI, Social Security and Armed Forces investigators). Written requests from parents are honored by sending an unofficial transcript of a student's work currently on file.

Transcripts are sent only upon written request of the student. There is no charge for the first two transcripts. A \$1.00 fee should accompany each additional request. Allow at least one week processing and mailing time for transcript request.

Unpaid student accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

A student who registers for any course for which he has not completed the prerequisites must consult with the chairman of the department offering the course. The chairman may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

## **Policies**

### **REGULATION CHANGES**

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

### **REPEATED COURSES AND ACADEMIC AVERAGE**

As of December, 1970, only the last attempt of a repeated course is used in grade point average computation.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

### **CORRESPONDENCE COURSES**

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

### **CERTIFICATION AND RECENCY OF CREDIT**

Palm Beach Junior College maintains an up-to-date approved list of courses offered which will apply towards certification and/or recency of credit for teachers. It is the responsibility of the individual teacher to insure that courses desired meet individual requirements. These individual requirements must be resolved with the Florida State Department of Education.



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# *How to Choose Your Program*

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education" in the "This is PBJC" section.

## Non-Degree Programs

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

Air Conditioning and Refrigeration Specialist . . . . .	154	Operating Room Technician . . . . .	191
Building Construction Management . . . . .	149	Popular Music and Jazz . . . . .	182
Computer Operator . . . . .	139	Recreation Leadership . . . . .	196
Corrections . . . . .	169	Retail Sales — Clerical . . . . .	111
Dental Assisting . . . . .	143	Security and Loss Prevention Certificate . . . . .	170
Early Childhood Education Aides . . . . .	218	Stenographic . . . . .	111
Drafting Specialist . . . . .	154	Surveyor's Aid . . . . .	154
Fire Science Technology . . . . .	152	Ward Secretary . . . . .	210
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## Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

### GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation Requirements" on Page 69-71. Students are expected to complete all the courses in the program in which they are registered.

### GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE\*

Students must complete the specific courses in General Education listed below.\*\*

<b>Area I</b>	<b>COMMUNICATIONS</b> . . . . .	<b>.6 hours</b>
	EH 101 and 102 or 110, Freshman Communications . . . . .	<b>6</b>
<b>Area V</b>	<b>SOCIAL SCIENCES</b> . . . . .	<b>.6 hours</b>
	SS 101 Social Institutions . . . . .	<b>.3</b>
	AND	
	SS 102 Political Institutions . . . . .	<b>.3</b>
	OR	
	PL 201 American National Government . . . . .	<b>.3</b>
	OR	
	HY 201 United States History to 1865 . . . . .	<b>.3</b>

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\*It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript. PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts."

\*\*Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

## Associate in Arts

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

### GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the eight steps under the general heading "Graduation Requirements" on page 69-71. Students bear the primary responsibility for meeting all these requirements.

### GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work in the six subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

Area I	<b>COMMUNICATIONS</b> . . . . .	<b>6 Hours</b>
	EH Freshman Communications . . . . .	.6
Area II	<b>MATHEMATICS</b> . . . . .	<b>3 Hours</b>
	MS 106 Mathematics for General Education or higher . . .	.3
Area III	<b>NATURAL SCIENCES*</b> . . . . .	<b>7 Hours</b>

#### TWO OF THE FOLLOWING

BY 100 — 105	Principles of Biology; Principles of Biology Laboratory . . . . .	.4
BY 101 — 103	General Botany; General Botany Lab . . . . .	.4
BY 102 — 104	General Zoology; General Zoology Lab . . . . .	.4

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\*The General Education requirements allow a student to earn his seven hours of science credits by selecting offerings from the areas of Biology, Chemistry, Physics or Physical Science on the advice of the student's major counselor.



## Graduation Requirements

BY 110	Environmental Conservation . . . . .	3
CY 100	Principles of Chemistry . . . . .	3
CY 101	General College Chemistry . . . . .	3
CY 102	General College Chemistry and Qualitative Analysis . . . . .	4
PH 201	General Physics . . . . .	4
PH 202	General Physics . . . . .	4
PH 205	General Physics with Calculus I . . . . .	4
PH 206	General Physics with Calculus II . . . . .	4
PS 101	Survey of Physical Science . . . . .	3
PS 102	Survey of Physical Science . . . . .	4
Area IV	<b>HUMANITIES . . . . .</b>	<b>6 Hours</b>

### ONE OF THE FOLLOWING

EH 201	English Literature to 1660 . . . . .	3
EH 202	English Literature after 1660 . . . . .	3
EH 203	World Literature to 1600 . . . . .	3
EH 204	World Literature after 1600 . . . . .	3
EH 205	American Literature to 1865 . . . . .	3
EH 206	American Literature after 1865 . . . . .	3

### AND ONE OF THE FOLLOWING

AT 110	Art Appreciation . . . . .	3
AT 115	History and Appreciation of Art (Foreign Study) . . . . .	3
AT 215	History of Art I . . . . .	3
AT 216	History of Art II . . . . .	3
MC 110	Music Appreciation . . . . .	3
MC 115	Music Appreciation (Foreign Study) . . . . .	3
MC 211	Introduction to History of Music . . . . .	3

Area V	<b>SOCIAL SCIENCES . . . . .</b>	<b>6 Hours</b>
	SS 101 Social Institutions . . . . .	3
	AND	
	SS 102 Political Institutions . . . . .	3
	OR	
	PL 201 American National Government . . . . .	3
	OR	
	HY 201 United States History to 1865 . . . . .	3

Area VI	<b>ELECTIVES* . . . . .</b>	<b>8 Hours</b>
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**Total      36 Hours**

As selected from the areas above of Communications, Mathematics, Natural Sciences, Humanities, Social Sciences and/or Business, (technical courses not acceptable), and approved by the academic advisor. Selection may include, but is not limited to, the above courses.

## Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for

## Graduation Requirements

meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) **Students must have 62 semester hours for graduation. Not more than four semester hours of music organization credit and two semester hours of physical education activity credit will be allowed, unless more than two hours is specifically required in the program.**
- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet this deadline.
- (3) **A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.**
- (4) All regular students will be required to complete two semester hours in a physical education activity. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Every graduating student must complete a course in Health, either HH 101 Perspectives on Healthful Living, or HH 230 Life Science and Health. This graduation requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the \$11.00 per credit hour exam fee (\$22.00). Two hours credit will be awarded and will appear on the student's transcript as "credit by exam" with no letter grade being assigned.
- (6) **Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.**
- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) **General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.**
- (9) To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements.
- (10) **Articulation Agreement between colleges and universities in Florida effective date of April 13, 1971 has given us a deadline as follows:**

Students who are awarded AA Degrees after August 31, 1972 at Palm Beach Junior College must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES AND BASIC REQUIRED PHYSICAL EDUCATION COURSES. General Education Certification of an approved program of not less than 36 semester hours is required.

### **Alternate or Second Degrees**

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

## ***Help in Making Your Choice***

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### **STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST**

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### **MAJOR FIELD UNDECIDED**

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on

## Departments and Majors

career opportunities and four-year colleges and universities is available at the counseling center.

## Departments and Majors

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AA-238.	Recreation . . . . .	196

## Departments and Majors

### (II) MATHEMATICS DEPARTMENT

AA-251.	Mathematician	176
AA-253.	Mathematics Teacher	176

### (12) MUSIC DEPARTMENT

AS-278.	Music	181
AA-276.	Music, Music Education	180
AS-279.	Popular Music and Jazz	182
CT-280.	Popular Music and Jazz	182

### (13) NURSING DEPARTMENT

AS-301.	Nursing	189
CT-304.	Operating Room Technician	191
AA-302.	Pre-Nursing	190

### (14) SOCIAL SCIENCE DEPARTMENT

AA-324	Anthropology	221
AA-344.	Early Childhood Education	217
AS-342.	Early Childhood Education	219
CT-343.	Early Childhood Education	218
AA-329.	Education, Elementary Level	220
AA-336.	Geography	221
AA-335.	Government & Foreign Service	221
AA-327.	History	221
AA-339.	Political Science	221
AA-332.	Pre-Law	222
AA-334.	Pre-Ministry & Philosophy	222
AA-331.	Pyschology-Guidance	223
AA-326.	Social Science	221
AA-328.	Social Science Teacher	221
AA-325	Sociology	221
AS-341.	Teacher Aide and Effective Teaching	223
AA-330.	Welfare Worker	221

### (15) LIBRARY

AA-352.	Librarian	174
AS-351.	Library Technology	174

### (16) STUDENT PERSONNEL DEPT.

AA-376.	Major Field Undecided	180
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### (17) EVENING CLASSES

381.	Non-Credit Vocational	
385.	General Adult Education	

### (18) PHYSICS & PHYSICAL SCIENCE DEPARTMENT

AA-402.	Astronomy	200
AA-403.	Geology	200
AA-404.	Meteorology	200

AA-405.	Physical Sciences . . . . .	200
AA-401.	Physics . . . . .	200

## (19) LAW ENFORCEMENT DEPT.

AS-426	Corrections . . . . .	168
CT-427.	Corrections Certificate Program . . . . .	169
AS-425.	Law Enforcement . . . . .	166
CT-428.	Law Enforcement Cert. Program . . . . .	167
AS-429.	Security & Loss Prevention . . . . .	169
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## (20) BASIC STUDIES DEPARTMENT

## (21) RELATED HEALTH DEPARTMENT

AA-226.	Health Education . . . . .	202
AS-030.	Medical Assistant . . . . .	203
AS-032.	Medical Lab. Technician . . . . .	204
AS-340.	Mental Health Technology . . . . .	206
AA-237.	Occupational Therapy . . . . .	207
AS-240.	Occupational Therapy Asst. . . . .	207
AA-228.	Physical Therapy . . . . .	208
AA-036.	Pre-Lab. Technology . . . . .	204
AS-303.	Radiological Technology . . . . .	209
CT-305.	Ward Secretary . . . . .	210

NOTE: Evening students majoring in any of the fields listed will have Major Code combined with Evening Department Code 17.

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Architecture . . . . .	84
Art Education . . . . .	85
Art History . . . . .	86
Astronomy . . . . .	200
Bacteriology . . . . .	96
Biology Teacher . . . . .	96
Building Construction . . . . .	149
Business Administration . . . . .	103
Business Teacher . . . . .	103
Chemistry . . . . .	123
Chemistry Teacher . . . . .	123
Clothing and Textiles . . . . .	106
Computer Science, Business Option . . . . .	139
Computer Science, Systems Engineering and Scientific Option . . . . .	139
Conservation . . . . .	96
Creative Writing . . . . .	128
Dietetics . . . . .	106

# University Parallel

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Economics . . . . .	106
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Education (Secondary Level) . . . . .	220
Engineering . . . . .	155
English . . . . .	128
English Teacher . . . . .	128
Fine Arts . . . . .	86
Foreign Languages . . . . .	128
Foreign Language Teacher . . . . .	128
General Biology . . . . .	96
Geography . . . . .	221
Geology . . . . .	200
Government and Foreign Service . . . . .	221
Health Education . . . . .	202
History . . . . .	221
Home Economics Teacher . . . . .	106
Industrial Arts . . . . .	156
Insurance . . . . .	103
Interior Design . . . . .	89
International Trade . . . . .	103
Journalism . . . . .	129
Liberal Arts . . . . .	128
Librarian . . . . .	174
Management . . . . .	103
Marine Biology . . . . .	96
Mathematician . . . . .	176
Mathematics Teacher . . . . .	176
Meteorology . . . . .	200
Music . . . . .	180
Music Education . . . . .	180
Occupational Therapy . . . . .	207
Philosophy . . . . .	222
Physical Education . . . . .	195
Physical Sciences . . . . .	200
Physical Therapy . . . . .	208
Physics . . . . .	200
Plant Sciences (Agriculture) . . . . .	97
Political Science . . . . .	221
Pre-Dental . . . . .	124
Pre-Lab Technology . . . . .	204
Pre-Law . . . . .	222
Pre-Medical . . . . .	124
Pre-Ministry . . . . .	222
Pre-Nursing . . . . .	190
Pre-Optometry . . . . .	125
Pre-Pharmacy . . . . .	124
Pre-Veterinary . . . . .	124
Psychology-Guidance . . . . .	223
Public Relations . . . . .	130
Real Estate . . . . .	103
Recreation . . . . .	196
Retailing . . . . .	110
Science Education . . . . .	96
Social Science . . . . .	221
Social Science Teacher . . . . .	221
Sociology . . . . .	221



## Specialized, Business, Technical, Professional Program

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Speech Pathology and Audiology .....	130
Welfare Worker .....	221
Zoology .....	96

## Specialized, Business, Technical, Professional Program (Associate in Science)

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Aerospace Technology .....	147
Air Conditioning and Refrigeration Technology .....	148
Building Construction Management .....	149
Banking .....	103
Clerical Practice .....	105
Commercial and Graphic Arts — Tech. ....	83
Computer Technology .....	137
Corrections .....	168
Dental Hygiene .....	141
Dental Laboratory Technology .....	142
Drafting and Design Technology .....	150
Electrical Distribution Technology .....	150
Electronics Technology .....	151
Executive Secretary .....	105
Fashion .....	103
Fire Science Technology .....	152
Food Service Management and Dietary Technology .....	107
General Business .....	108
General Home Economics .....	108
Hotel Management .....	109
Interior Design — Tech. ....	88
Journalism .....	129
Land Surveying .....	153
Law Enforcement .....	166
Legal Secretary .....	105
Library Technology .....	174
Medical Assistant .....	203
Medical Illustration .....	89
Medical Laboratory Technician .....	204
Medical Secretary .....	105
Mental Health Technology .....	206
Music .....	181
Nursing .....	189
Occupational Therapy Assistant .....	207
Popular Music and Jazz .....	182
Purchasing Management .....	110
Radiological Technology .....	209
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Sales and Marketing .....	103
Security and Loss Prevention .....	169
Surveying Technology .....	153
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Water and Wastewater Technology .....	97



*In October, 1974, PBJC's Political Union held open house in Sunshine Square, (above), for political candidates. Gov. Reubin Askew, left, and Commissioner of Education, Ralph Turlington, (shown with Dr. Harold C. Manor, PBJC President, left, and Dr. Sam Bottosto, Chairman of the Social Science Dept., center) were among those attending on October 23. After talking with students and faculty, Commissioner Turlington visited with some non-voting consultants, in the Early Learning Center.*





*Dental Hygienists at Capping Ceremony*

## ***Departments, Programs and Courses***

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## How to Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

**1. Turn to your department.**

Suppose your interest is in Art and you want to examine the program in Commercial and Graphic Arts-Tech. Turn to the Art Department. It is the first program in this section.

**2. Note the names of your advisors.**

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

**3. Check your major.**

The list of majors is meant as a quick reference. Since Commercial and Graphic Arts-Tech. is one of the majors in the Art Department, you know you are in the right section of the Bulletin.

**4. Find your program.**

Note that Commercial and Graphic Arts-Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

**5. Examine the program and look up your courses.**

Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the Communications Department. PE, (Physical Education) is to be found in the Physical Education and Recreation Department. HH (Health) courses are to be found in the Related Health Department.

PREFIX	SUBJECT	DEPARTMENT
AC	Air Conditioning	Engineering Technology
AS	Aerospace Technology	Engineering Technology
AT	Art	Art
BA	Business Administration	Business
BC	Building Construction Management	Engineering Technology
BE	Business Education	Business
BI	Building Inspection	Engineering Technology
BY	Biology	Biology
CL	Surveying	Engineering Technology
CO	Corrections	Law Enforcement
CY	Chemistry	Chemistry
DA	Dental Assisting	Dental Health Services
DG	Drafting	Engineering Technology
DP	Data Processing	Data Processing
DS	Dental Health Services	Dental Health Services
DT	Dental Technology	Dental Health Services
EG	Engineering	Engineering Technology
EH	English	Communications
EL	Electronics	Engineering Technology
EN	Education	Social Science
FH	French	Communications
FS	Fire Science	Engineering Technology
GY	Geography	Social Science
HE	Home Economics	Business
HH	Health	Related Health Programs
HR	Hotel-Restaurant Management	Business
HY	History	Social Science
IN	Insurance	Business
JM	Journalism	Communications
LC	Logic	Communications
LT	Library Technology	Library
MC	Music	Music
MH	Mental Health Technology	Related Health Programs
ML	Materials	Engineering Technology
MS	Mathematics	Mathematics
MT	Medical Laboratory Technology	Related Health Programs
NG	Nursing	Nursing
OR	Operating Room Technician	Nursing
OT	Occupational Therapy Assistant	Related Health Programs
PA	Physical Education	Physical Education and Recreation
PE	Physical Education	Physical Education and Recreation
PH	Physics	Physics and Physical Science
PI	Philosophy	Social Science
PL	Political Science	Social Science
PO	Police Administration	Law Enforcement
PS	Physical Science	Physics and Physical Science

## Departments, Programs and Courses

PREFIX	SUBJECT	DEPARTMENT
PY	Psychology	Social Science
RC	Recreation	Physical Education and Recreation
RE	Real Estate	Business
RG	Retailing	Business
RN	Religion	Social Science
RT	Radio-Television	Communications
SE	Security	Law Enforcement
SH	Spanish	Communications
SP	Speech	Communications
SS	Social Science	Social Science
TA	Teacher Aide	Social Science
TM	Technical Mathematics	Mathematics
WS	Ward Secretary	Related Health Programs
WT	Water and Wastewater Technology	Biology
XR	Radiological Technology	Related Health Programs



# Art

**FACULTY:** Miles (Chairman), Arant, Archer, Gray, Hale, Houser, Rimer, Slatery, R. Smith

**MAJORS:** Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design, Photography, Medical Illustration

**COURSE PREFIXES:** AT

**PROGRAMS:**

**COMMERCIAL AND GRAPHIC ARTS – TECH (A.S.)**

**IBM Code 01-010**

**GRAPHIC ARTS (A.A.) IBM Code 01-009**

**ADVERTISING DESIGN (A.A.) IBM Code 01-002**

The Graphic Arts programs listed above are designed to prepare persons for careers in the Advertising and Printing industries as cameramen, layout artists, advertising designers, and graphic technicians. All students will enroll in Commercial and Graphic Arts IBM Code 01-010 and follow the Freshman Year Curriculum listed below. At the beginning of the sophomore year, each student will establish his major according to his individual interests and aptitudes.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 101	Design I	3	
AT 102	Advertising Design I		3
AT 108	Photography I		2
AT 120	Graphic Arts Industries	3	
AT 125	Graphic Arts I		3
BE 105	Beginning Typewriting		2
DG 100	Introduction to Technical Drawing	2	
EH 101-102	Freshman Communications	3	3
HH 101*	Perspectives on Healthful Living	2	
MS 106	General Education Math I	3	
PE	Physical Education	1	1
SS 101	Social Institutions		3
		<hr/> 17	<hr/> 17

The Graphic Arts student who wants to earn the Commercial and Graphic Arts A.S. degree and enter the advertising or printing industry upon graduation should take the following courses:

## SOPHOMORE YEAR

AT 110	Art Appreciation		3
AT 117	Typography		3
AT 118	Technical Processes	3	
AT 125-220	Graphic Arts II; III	3	3
AT 221	Screen Printing	3	
SS 102*	Political Institutions	3	
	Electives	3	4
		<hr/> 15	<hr/> 13

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

# Art

The Graphic Arts student who wants to earn the A.A. degree and continue his graphic arts technical and graphic arts management education at a university or institute of technology should change his major to GRAPHIC ARTS (A.A.) IBM Code 01-009 and take the following courses:

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 110	Art Appreciation		3
AT 118	Technical Processes	3	
AT 125-220	Graphic Arts II; III	3	3
BA 271	Human Relations in Business		3
EH	Literature		3
	Science	4	3
SS 102*	Political Institutions	3	
		<u>13</u>	<u>15</u>

\*PL 201 or HY 201 may be substituted for SS 102.

The Advertising Design student who wants to earn the A.A. degree and continue his advertising design education at a university or art institute should change his major to ADVERTISING DESIGN (A.A.) IBM Code 01-002 and take the following courses:

## SOPHOMORE YEAR

AT 117	Typography		3
AT 201-202	Advertising Design II; III	3	3
AT 215-216	History of Art I; II	3	3
EH	English Literature		3
	General Ed. Electives	3	
SS 102*	Political Institutions	3	
	Science	3	4
		<u>15</u>	<u>16</u>

\*PL 201 or HY 201 may be substituted for SS 102.

## ARCHITECTURE (A.A.) IBM Code 01-003

This program is designed for the student who wishes to enter a professional school of architecture at a university after two years at the junior college. During the winter term of his freshman year, the architecture student should contact the university of his choice for additional counseling.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 100	Freehand Perspective Drawing	2	3
AT 119	Architectural Drawing		3
BY 100-105	Principles of Biology; Principles of Biology Laboratory	4	
EH 101-102	Freshman Communications	3	3
MS 111	College Algebra	3	
MS 121	Trigonometry & Analytic Geometry		3
PE	Physical Education	1	
SS 101-102*	Social Inst.; Political Inst.	3	3
		<u>16</u>	<u>15</u>

\*PL 201 or HY 201 may be substituted for SS 102.



## ARCHITECTURE (A.A) Cont'd

## SOPHOMORE YEAR

AT 215	History of Art I	3	
AT 216	History of Art II		3
EH	Literature	3	
HH 101**	Perspectives on Healthful Living	2	
MS 204	Calculus I	4	
PE	Physical Education		1
PH 201-202	General Physics I; II	4	4
	Electives		7
		<hr/> 16	<hr/> 15

\*HH 230 may be substituted.

## ART EDUCATION (A.A.) IBM Code 01-001

This program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the high school level.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 101	Design I	3	
AT 103	Drawing I	3	
AT 104	Drawing II		3
AT 105	Ceramics I		3
AT 111	Design II		3
HH 101-102	Freshman Communications	3	3
MS 106	General Education Math I	3	
PE	Physical Education	1	
SS 101-102*	Social Inst.; Political Inst.	3	3
		<hr/> 16	<hr/> 16

## SOPHOMORE YEAR

AT 102	Advertising Design I		3
AT 113 or AT 206	Design III or Drawing IV		3
AT 203	Painting Composition I	2	
AT 204	Drawing III		3
AT 215	History of Art I	3	
AT 216	History of Art II		3
EH	Literature	3	
HH 101**	Perspectives on Healthful Living	2	
	Natural Science	3	4
	General Education Electives	3	
		<hr/> 16	<hr/> 16

\*PL 201 or HY 201 may be substituted for SS 102.

\*HH 230 may be substituted.

# Art

## ART HISTORY (A.A.) IBM Code 01-008

This program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
AT 101	Design I	3	3
AT 103	Drawing I		3
EH 101-102	Freshman Communications	3	3
FH 101-102	Elementary French	3	3
HY 101	Ancient and Medieval Civilizations		3
MS 106	General Education Math I	3	
PE	Physical Education	1	1
SS 101-102*	Social Inst.; Political Inst.	3	3
		16	16

### SOPHOMORE YEAR

AT 203	Painting Composition I		3
AT 215-216	History of Art I; II	3	3
EH 203	World Literature to 1600	3	
FH 201-202	Intermediate French	3	3
HH 101**	Perspectives on Healthful Living	2	
RN 101-102	The Old Testament; The New Testament		
	Science	3	4
		17	16

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## FINE ARTS (A.A.) IBM Code 01-006

This program is designed to prepare students for advanced work at a university or art institute as painters, sculptors, or printmakers.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
AT 101	Design I	3	
AT 103	Drawing I	3	
AT 104	Drawing II		3
AT 111	Design II		3
EH 101-102	Freshman Communications	3	3
MS 106	General Education Math I	3	
PE	Physical Education	1	1
SS 101-102*	Social Inst.; Political Inst.	3	3
	Elective		3
		16	16

\*PL 201 or HY 201 may be substituted for SS 102.

## FINE ARTS (A.A.) Cont'd

## SOPHOMORE YEAR

AT 203	Painting Composition I	2	
AT 204	Drawing III	3	
AT 205	Painting Composition II		2
AT 113 or AT 206	Design III or Drawing IV		3
AT 215-216	History of Art I; II	3	3
EH 201	English Literature to 1660	3	
HH 101 **	Perspectives on Healthful Living	2	
	Science	3	4
	General Education Elective		3
		<hr/> 16	<hr/> 15

\*\*HH 230 may be substituted.

## INTERIOR DESIGN (A.A.) IBM Code 01-005

This program is designed to prepare the potential Interior Designer for advanced work at a university leading to a bachelor's degree in Interior Design.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 100	Freehand Perspective Drawing	2	
AT 101	Design I	3	
AT 103	Drawing I		3
AT 111	Design II		3
AT 135	Basic Interior Design		3
EH 101-102	Freshman Communications	3	3
MS 106	General Education Math I	3	
PE	Physical Education	1	1
SS 101-102*	Social Inst.; Political Inst.	3	3
	General Education Elective	2	
		<hr/> 17	<hr/> 16

## SOPHOMORE YEAR

AT 105	Ceramics I	2	
AT 119	Architectural Drawing		3
AT 203	Painting Composition I	2	
AT 210	Practical Applications in Interior Design	3	
AT 215-216	History of Art I; II	3	3
EH	Literature		3
HH 101 **	Perspectives on Healthful Living		2
	Science	3	4
	General Education Elective	3	
		<hr/> 16	<hr/> 15

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

# Art

## INTERIOR DESIGN — TECH (A.S.) IBM Code 01-012

This program is designed to provide sufficient training in Interior Design that the graduate of the two-year program at the junior college will have the necessary skills to gain employment in the Interior Design field.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 100	Freehand Perspective Drawing	2	
AT 101	Design I	3	
AT 108	Photography I		2
AT 110	Art Appreciation	3	
AT 111	Design II		3
AT 119	Architectural Drawing		3
AT 135	Basic Interior Design		3
EH 101-102	Freshman Communications	3	3
SS 101-102*	Social Inst.; Political Inst.	3	3
	Elective	1	
		15	17

### SOPHOMORE YEAR

AT 103	Drawing I	3	
AT 105	Ceramics I	2	
AT 113	Design III		3
AT 136	History of Furniture		3
AT 210	Practical Applications in Interior Design	3	
AT 211	Fabric Design and Weaving	3	
AT 212	Business Procedures for Interior Designers		3
BA 214	Salesmanship		3
HH 101**	Perspectives on Healthful Living	2	
PE	Physical Education	1	1
	Electives		3
		14	16

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## PHOTOGRAPHY (A.A.) IBM Code 01-004

This program is designed to prepare potential photographers for advanced work at a university leading to a bachelor's degree.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 101	Design I	3	
AT 103	Drawing I	3	
AT 108	Photography I		2
AT 121	Graphic Arts I		3
EH 101-102	Freshman Communications	3	3
HH 101**	Perspectives on Healthful Living		2
MS 106	General Education Math I	3	
PE	Physical Education	1	1
SS 101-102*	Social Inst.; Political Inst.	3	3
	General Education Elective		3
		16	17

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## PHOTOGRAPHY (A.A.) Cont'd

## SOPHOMORE YEAR

T 109	Photography II	3	
T 118	Technical Processes		3
T 207	Dye Transfer Photography		3
T 215-216	History of Art I; II	3	3
T 221	Screen Printing	3	
H	Literature	3	
	Science	3	4
	General Education Elective		2
		<u>15</u>	<u>15</u>

## MEDICAL ILLUSTRATION (A.S.) IBM Code 01-007

This program is designed to prepare potential medical illustrators for advanced work at a university or medical college.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
T 101	Design I	3	
T 103	Drawing I	3	
T 104	Drawing II		3
T 111	Design II		3
Y 100-105	Principles of Biology: Lab	4	
Y 102-104	General Zoology; Lab		4
H 101-102	Freshman Communications	3	3
H 101**	Perspectives on Healthful Living	2	
E	Physical Education	1	1
S 101	Social Institutions		3
		<u>16</u>	<u>17</u>

## SOPHOMORE YEAR

T 108	Photography I		2
T 203-205	Painting I; II	2	2
T 204	Drawing III	3	
T 215	History of Art I	3	
or			
T 216	History of Art II	(3)	
Y 151-152	Anatomy and Physiology I; II	3	3
Y 201-202	Comparative Vertebrate Anatomy I; II	3	3
H	Literature		3
S 106	General Education Math I	3	
102*	Political Institutions		3
		<u>17</u>	<u>16</u>

PL 201 or HY 201 may be substituted

HH 230 may be substituted.

## Art

### COURSE DESCRIPTIONS

All students majoring in Art should compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor. Students are usually required to submit portfolios of their work when seeking admission to a university or employment in a studio or agency.

#### AT 010 ART SEMINAR

The purpose of this course is to provide a discussion group for students who wish to learn more about the nature of art and aesthetics, the training of artists, and careers in art. 1-0-0\*

#### AT 100 FREEHAND PERSPECTIVE DRAWING

This course emphasizes the development of skills necessary for effective freehand, visual communication in the fields of architecture, Interior Design, Drafting, and related Engineering areas. Perspective, scale, proportion, shades and shadows, interior and exterior rendering, and geometric forms related to mechanical design concepts will be covered. 1-3-2\*

#### AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and a technical skill in handling the tools of art. 1-4-3\*

#### AT 102 ADVERTISING DESIGN I

(Prerequisite: AT 101). Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3\*

#### AT 103 DRAWING I

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3\*

#### AT 104 DRAWING II

(Prerequisite: AT 103). A continuation of AT 103, using the figure as subject matter. 1-4-3\*

#### AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Students will formulate and apply a basic glaze. 1-3-2\*

#### AT 106 CERAMICS II

(Prerequisite: AT 105). A continuation of the ceramics unit introduced in AT 105. Kiln stacking and firing are required and glaze formulation is continued on an individual basis. 1-3-2\*

#### AT 107 ENAMELING AND JEWELRY

Students will create jewelry in silver, gold, copper, or brass. The techniques of soldering, filing, drilling, sawing and casting will be studied with an emphasis on design. Historic and modern practices in enameling will be included. 1-3-2\*

#### AT 108 PHOTOGRAPHY I

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish a camera, photographic film, and paper. 1-3-2\*

**AT 109 PHOTOGRAPHY II**

(Prerequisite: AT 108 or permission of instructor) A continuation of AT 108, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\*

**AT 110 ART APPRECIATION**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\*

**AT 111 DESIGN II**

(Prerequisite: AT 101) Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\*

**AT 112 ARTS AND CRAFTS I**

A survey of the field of Arts and Crafts as it pertains to recreational leadership, mental health programs, occupational therapy, and education students. Students will learn the use of power and hand tools and will create projects in clay, wood, paper, fibers, and metal. 2-2-3\*

**AT 113 DESIGN III**

(Prerequisite: AT 101) Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1-4-3\*

**AT 114 ARTS AND CRAFTS II**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the students' individual needs. 2-2-3\*

**AT 115 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. The conducted tour will spend six weeks traveling with a series of preview lectures before departure. Three hours credit.

**AT 116 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as AT 115 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit.

**AT 117 TYPOGRAPHY**

This course covers the historical development of printing types, mechanization of type-setting, phototypesetting, computerized typesetting, and photo lettering devices. Copy-fitting, type classification and recognition are included. 1-4-3\*

**AT 118 TECHNICAL PROCESSES**

The course covers familiarization of the offset press, platemaker, composer, photo type setting equipment, color separation equipment, graphic camera, instant print screen camera, lero sets, screening of photos and various hand tools. Design is stressed in all problems involving laboratory work. 1-4-3\*

**AT 119 ARCHITECTURAL DRAWING**

(Prerequisite: AT 100) A beginning course in instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective and architectural shades and shadows are covered. 1-4-3\*

**AT 120 GRAPHIC ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphic arts industry. Students will go on field trips to printing, publishing, and other

## Art

graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3\*

### AT 121 GRAPHIC ARTS I

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. 2-2-3\*

### AT 125 GRAPHIC ARTS II

This course covers process camera procedures used with continuous tone copy and the resultant half-tone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\*

### AT 135 BASIC INTERIOR DESIGN

A comprehensive course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to exterior and the community beyond, knowledge of fibers and fabric constructions, awareness of eclectic furnishing are all part of the course. Rendering in two and three dimensions will be introduced. 3-0-3\*

### AT 136 HISTORY OF PERIOD FURNITURE

A course designed to provide knowledge of the development of furniture throughout history and the ability to recognize and use different style periods of furniture in the homes of today. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\*

### AT 201 ADVERTISING DESIGN II

(Prerequisite: AT 102 Advertising Design) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

### AT 202 ADVERTISING DESIGN III

(Prerequisite: AT 201) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\*

### AT 203 PAINTING COMPOSITION I

(Prerequisite: AT 101 and AT 103) This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 1-3-2\*

### AT 204 DRAWING III

(Prerequisite: AT 104) An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. 1-4-3\*

### AT 205 PAINTING COMPOSITION II

(Prerequisite: AT 203) This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 1-3-2\*

### AT 206 DRAWING IV

(Co- or prerequisite: AT 204) An intermediate drawing course with emphasis on drawing for printmaking. Etching and other printmaking processes are used. 1-4-3\*

### AT 207 DYE-TRANSFER PHOTOGRAPHY

(Prerequisite AT 108) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn dark-



room techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\*

#### **AT 210 PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. 3-0-3\*

#### **AT 211 FABRIC DESIGN AND WEAVING**

A course in designing and producing fabrics and wall coverings in woodblocks, batik, offset and screen printing. Students will produce designs for fabrics or rugs from handlooms. A survey of the history of fabrics and fibers is included in the course. 1-4-3\*

#### **AT 212 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

This course covers business processes such as contracts, pricing, profits, and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3\*

#### **AT 215 HISTORY OF ART I**

Critical analysis of major works of art from prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

#### **AT 216 HISTORY OF ART II**

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

#### **AT 220 GRAPHIC ARTS III**

This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\*

#### **AT 221 SCREEN PRINTING**

An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. 1-4-3\*

#### **AT 222 INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\*



# *Basic Studies*

**FACULTY:** Bosworth (Chairman), J. Adams, J. Baldree, Darcey, Flory, Vignau, Wilson, Witherspoon.

**COURSE PREFIXES:** EH, SP

## **COURSE DESCRIPTIONS**

**EH 101 FRESHMAN COMMUNICATIONS** – Sections 50-59 Reading Emphasis – When being counseled, ask for EH 103

The content of this course is essentially the same as EH 101, section 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. Students passing this course go into EH 109, section 50-59, 3-0-3\*

**Sections 60-69 Writing Emphasis** – When being counseled, ask for EH 104.

The course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into EH 109, sections 60-69, 3-0-3\*

**Sections 70-79 Reading and Writing Emphasis** – When being counseled, ask for EH 105.

Essentially this course is the same as EH 101, sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into EH 109, sections 70-79, 3-0-3\*

**EH 102 FRESHMAN COMMUNICATIONS** – Sections 50-79 When being counseled, ask for EH 109

(Prerequisites: EH 101, sections 50-79.) This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-0-3\*

**EH 111 COMMUNICATION SKILLS FOR THE TECHNICIAN** – (Institutional Credit Only)

This course in communication skills is designed for that group of students whose primary interest is in the technical and occupational field rather than in the traditional academic course. It is made up of general information about language and composition and specific assignments in writing and speaking. The assignments are as practical as possible – that is, they are like the kinds of writing and speaking the students will do on the job for which he is preparing. 3-0-3\*

**EH 113 ENGLISH AS A SECOND LANGUAGE** – (Institutional Credit Only)

This communications course is intended for only those students who are non-native speakers of English. Its purpose is to help them learn to organize and execute their thoughts in English. All instruction and class work is to be done in English. Methods of instruction will utilize current linguistic techniques and the **Oral-Aural-Visual** approach to language learning. The emphasis is on spoken English as primary. Wherever possible, instruction will depend on the patterns and signals inherent in English rather than on definition or prescription. 3-1-3\*

**EH 114 PHONICS**

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

**EH 115 READING IMPROVEMENT I**

(Co-requisite: EH 103 or EH 105) This reading course is designed for students who desire to improve their reading habits and skills. Personalized instruction in vocabulary improvement, study skills, essentials of comprehension and rate of comprehension are emphasized. The student uses a variety of materials as he participates in group activities and in the individualized reading laboratory program. 3-0-0\*

**EH 116 READING IMPROVEMENT II**

(Co-requisite: EH 109). This course is a continuation of EH 115. EH 116 is a developmental reading course in which the student participates in group and individual activities designed to increase his reading ability in the areas of his special needs. Areas emphasized include: vocabulary, comprehension, rate of comprehension, and study skills. 3-0-3\*

**EH 223 ENGLISH AS A SECOND LANGUAGE II (Institutional Credit Only)**

An advanced level course in English as a Second Language for students who have completed EH 113 or who demonstrate proficiency enough in spoken English to understand both academic lectures and colloquial conversation with no difficulty. All instruction and class work is to be done in English. Methods of instruction will utilize current linguistic techniques and the **Oral-Aural-Visual** approach to language learning. Emphasis is on the continued improvement of spoken English and on the development of writing skills in order that students may better organize and execute their thoughts in both oral and written English. 3-0-3\*

**SP 110 FUNDAMENTALS OF SPEECH**

The content of this course is essentially the same as SP 101, except it is taken concurrently with EH 105 or EH 109. This course is designed to utilize the basic principles of effective oral communication. The student develops poise and confidence through speaking experiences. The student learns to listen for central ideas and supporting reasons through aural experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

\*Lecture-Lab-Credit Hours



# Biology

**FACULTY:** Sammons (Chairman), Allred, Bailey, Butler, Caylor, Gathman, Gross, Hartman, Kopf, Marsteller, Maxwell.

**MAJORS:** Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Plant Sciences (Agriculture), Science Education, Water and Wastewater Tech., Zoology.

**COURSE PREFIXES:** BY, WT

**PROGRAMS:**

**GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)**

**SUGGESTED CURRICULUM:** The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program; at least one spring term will be required to complete the chemistry sequence.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BY 100-105 . . . . .	Principles of Biology; Principles of Biology Laboratory . . . . .		4
BY 101-103 . . . . .	General Botany I; Gen. Botany Lab . . . . .		4
or			
BY 102-104 . . . . .	General Zoology; Gen. Zoology Lab . . . . .	(4)	
CY 101-102-103 . . . . .	General Chemistry I; II; III . . . . .		11
EH 101-102 . . . . .	Freshman Communications . . . . .		6
MS 111-121 . . . . .	College Algebra; Trigonometry . . . . .		6
PE . . . . .	Physical Education . . . . .		2
SS 101 . . . . .	Social Institutions . . . . .		3
			<hr/> 36

## SOPHOMORE YEAR

AT 110 . . . . .	Art Appreciation . . . . .		3
or			
MC 110 . . . . .	Music Appreciation . . . . .	(3)	
BY 201-202 . . . . .	Comparative Vertebrate Anatomy I; II . . . . .		6
or			
BY 211 . . . . .	Botany II . . . . .	(4)	
BY 203 . . . . .	Genetics . . . . .		3
BY 205 . . . . .	Experiments in Genetics . . . . .		1
CY 211-212 . . . . .	Organic Chemistry I; II . . . . .		8
or			
PH 201-202 . . . . .	General Physics I; II . . . . .	(8)	
EH . . . . .	Literature . . . . .		3
HH 101** . . . . .	Perspectives on Healthful Living . . . . .		2
SS 102* . . . . .	Political Institutions . . . . .		3
			<hr/> 27-29

\*HH 230 may be substituted.

\*PL 203 or HY 201 may be substituted.

**PLANT SCIENCES (AGRICULTURE) (A.A.)**

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BY 100-105	Principles of Biology; Principles of Biology Laboratory	4	
CY 101-102-103	General Chemistry I; II; III	11	
EH 101-102	Freshman Communications	6	
MS 111-121	College Algebra; Trigonometry & Analytic Geometry	6	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
		<hr/>	35

**SOPHOMORE YEAR**

AT 110	Art Appreciation	3	
BY 101-103	General Botany I; General Botany Lab	4	
or			
BY 102-104	General Zoology; General Zoology Lab	(4)	
BY 203-205***	Genetics; Experiments in Genetics	4	
HH 101**	Perspectives on Healthful Living	2	
MC 110	Music Appreciation	3	
PH 201-202	General Physics I; II	8	
		<hr/>	27

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

\*\*\*\*Students planning to major in the life sciences in the College of Agriculture, University of Florida, should not take genetics here.

**WATER AND WASTEWATER TECHNOLOGY (A.S.)**

This Water and Wastewater curriculum is designed to prepare persons for advancement in the ranks of municipal treatment plant operators. A student who wishes to obtain a certificate, rather than an Associate in Science Degree, may do so by completing the Water and Wastewater Technology courses which apply to his specialty, plus the course, Industrial Relationships.

**Water and Wastewater Technology Courses**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
WT 100	Introduction to Water Control	3	
WT 102	Basic Hydraulics for Water Technology	3	
or			
WT 104	Basic Hydraulics for Wastewater Technology	(3)	
WT 202	Water Supply and Wastewater Control	3	
WT 204	Water Purification	4	
or			
WT 208	Wastewater Treatment	(4)	
WT 206	Instrumentation and Controls	3	
WT 210	Contracts, Specifications, Codes, Estimating, Costs	3	
ML 210	Industrial Relationships	3	
		<hr/>	25

# Biology

## WATER AND WASTEWATER TECHNOLOGY (A.S.), Cont'd

### Additional Courses for A.S. Degree

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 200	Introduction to Economics	3	
BC 111	Project Layout	3	
BY 156	Microbiology	3	
DG 100	Introduction to Technical Drawing	2	
EH 101-102*	Freshman Communications	6	
HH101	Perspectives on Healthful Living	2	
PE	Physical Education	2	
PL 201**	American National Government	3	
PS 102	Survey of Physical Science II	4	
SS 101	Social Institutions	3	
TM 103-104	Elementary Technical Math I, II	6	
		<hr/>	<hr/>
		37	

\*EH 110 may be substituted for EH 102.

\*\*SS 102 or HY 201 may be substituted for PL 201.

## COURSE DESCRIPTIONS

### BY 100 PRINCIPLES OF BIOLOGY

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\*

### BY 105 PRINCIPLES OF BIOLOGY LABORATORY

(Prerequisite or co-requisite: BY 100) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-1-1\*

### BY 101 GENERAL BOTANY I

(Prerequisite: BY 100; co-requisite: BY 103). An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\*

### BY 102 GENERAL ZOOLOGY LECTURE

(Prerequisite: BY 100; co-requisite: BY 104). An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\*

### BY 103 GENERAL BOTANY LABORATORY

(Prerequisite: By 100; co-requisite: BY 101). The laboratory exercises will correlate with the topics of the lecture. 0-2-1\*

### BY 104 GENERAL ZOOLOGY LABORATORY

(Prerequisite: BY 100; co-requisite: BY 102). This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\*

### BY 110 ENVIRONMENTAL CONSERVATION

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstrations, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\*

\*Lecture-Lab-Credit Hours

## BY 151 ANATOMY AND PHYSIOLOGY I

An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-2-3\*

## BY 152 ANATOMY AND PHYSIOLOGY II

(Prerequisite: BY 151). A continuation of BY 151. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-2-3\*

## BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification control, relationship to health and disease and economic importance. 2-2-3\* (Offered Fall, Winter and Spring II)

## BY 201 COMPARATIVE VERTEBRATE ANATOMY I

(Prerequisite: BY 102-104 General Zoology). The laboratory includes examination of the photochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-4-3\* (Offered in Fall term only.)

## BY 202 COMPARATIVE VERTEBRATE ANATOMY II

(Prerequisite: BY 201 Comparative Vertebrate Anatomy). This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2-4-3\* (Offered in Winter term only.)

## BY 203 GENETICS

(Prerequisite: BY 100. Principles of Biology). This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\* (Offered in Winter term only.)

## BY 205 EXPERIMENTS IN GENETICS

(Co-requisite or Prerequisite: BY 203) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\* (Offered in Winter term only.).

## BY 211 BOTANY II

(Prerequisite: BY 101-103). A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of fascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-3-4\* (Offered in Winter term only.).

## BY 215 INTRODUCTION TO MARINE SCIENCE

(Prerequisite: BY 102-104). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4\* (Offered in Fall and Spring II).

## BY 221 GENERAL HORTICULTURE

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3\* (Offered in evenings only).

# Biology

## BY 251 MEDICAL LABORATORY PROCEDURES I

(Prerequisite: CY 100 or higher. Previous experience will fulfill this prerequisite). This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching and other procedures that may be required by the physician. 1-4-3\* (Offered in Fall term only).

## BY 252 MEDICAL LABORATORY PROCEDURES II

(Prerequisite: BY 251). This course is a continuation of BY 251. Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1-4-3\* (Offered in Winter term only).

## BY 254 INTERNSHIP

(Prerequisite: BY 251). During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\* (Credit granted only at end of Winter term).

## WT 100 INTRODUCTION TO WATER CONTROL

A study of methods of disease transmission, hygienic excreta disposal, municipal and industrial wastewater collection and treatment, characteristics of water, water treatment, protection of ground water, swimming pool sanitation, and industrial hygiene. 3-0-3\*

## WT 102 BASIC HYDRAULICS FOR WATER TECHNOLOGY

A course designed to provide the student with a basic understanding of practical hydraulic parameters as they apply to the supply, treatment, and distribution of water. Initially basic hydraulic principles, laws and relationships are studied, followed by the application of these phenomena to water system components. 3-0-3\*

## WT 104 BASIC HYDRAULICS FOR WASTEWATER TECHNOLOGY

A course designed to provide the student with a basic understanding of practical hydraulic parameters as they apply to the collection, treatment and distribution of wastewater. Initially basic hydraulic principles, laws and relationships are studied, followed by the application of these phenomena to wastewater system components. 3-0-3\*

## WT 200 WATER QUALITY CONTROL

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3\*

## WT 202 WATER SUPPLY AND WASTEWATER CONTROL

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3\*

## WT 204 WATER PURIFICATION

A study of basic principles of water purification including: aeration sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria, maintenance programs, and operational problems. New Processes and recent developments are studied. Criteria, rules, regulations, forms, and records associated with the field are considered. 4-0-4\*

## WT 206 INSTRUMENTATION AND CONTROLS

An elementary study of hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Includes a basic description, analysis, and explanation of operation of instrumental controls for water and wastewater plants. Typical performance characteristics, accuracy, and applications of instruments are studied. 3-0-3\*



## WT 208 WASTEWATER TREATMENT

This course is designed to familiarize the student with the elementary engineering aspects of design, operation, process control, and maintenance of wastewater treatment plants and facilities. 4-0-4\*

## WT 210 CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3\*

\*Lecture-Lab-Credit Hours



## ***Business***

**FACULTY:** Holzman (Chairman), Batson, Davis, Franklin, Hummel, Ledbetter, McAilley, Robbins, Smith, Steckler.

**HOME ECONOMICS:** Hall, Prentice

**HOTEL-FOOD SERVICE MANAGEMENT:** Ambrosio, Rive

**RETAILING, SALES AND MARKETING:** Waddell, Widdows

**MAJORS:** Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Educational Secretary, Executive Secretary, Fashion, Food Service Management, General Business (Tech), General Home Economics, Home Economics Teacher, Hotel-Food Service, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).



**COURSE PREFIXES:** BA, BE, HE, HR, IN, RE, RG

**PROGRAMS:** All students planning to complete a four-year Baccalaureate Degree in some business specialty should follow the Business Administration (A.A.) curriculum. Electives in this curriculum may be selected in the student's specialty as approved by the student's counselor.

**BUSINESS ADMINISTRATION (A.A.)**

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

**GENERAL EDUCATION AND GRADUATION REQUIREMENTS**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102	Freshman Communications	6	
MS 111	College Algebra	3	
	Science	7-8	
SS 101-102*	Social Inst.; Political Inst.	6	
BA 100	Introduction to Business	3	
BA 101-102	Principles of Accounting I; II	6	
BA 204-205***	Principles of Economics I; II	6	
DP 102	Basic Computer Theory	3	
EH	Literature	3	
MS 208	Elementary Statistics	3	
SP 101	Fundamentals of Speech	3	
PE	Physical Education	2	
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
HH 101**	Perspectives on Healthful Living	2	
	General Ed. Electives	6	
		<u>62-63</u>	

**ELECTIVES**

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have had these approved by your academic advisor.

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*BA 204-205 considered Social Science for General Education purposes.

**BANKING (A.S.)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 101	Principles of Accounting I	3	
BA 102	Principles of Accounting II	3	
BA 120	Savings and Time Deposits	3	
BA 123	Installment Credit	3	
BA 126	Law and Banking	3	
BA 127	Money and Banking	3	
BA 130	Principles of Bank Operations	3	
BA 200	Introduction to Economics	3	
EH 101	Freshman Communications	3	
SS 101	Social Institutions	3	
		<u>30</u>	

## Business

### BANKING (A.S.), Cont.

#### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 222	Credit Administration		3
BA 225	Bank Investments		3
BA 234	Supervision and Personnel Administration		3
HH 101*	Perspectives on Healthful Living		2
PL 201	American National Government		3
SP 101	Fundamentals of Speech		3
	**Electives		15
			<u>32</u>

\*HH 230 may be substituted.

\*\*Approved electives: BA 128, BA 124, BA 221, BA 232, BA 235, BA 231, BA 229, SP 102, PY 201, EH 102.

NOTE: Day students must take 2 PE's.

As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required for any Institute Certificate and graduation.

#### BUSINESS EDUCATION TEACHER (A.A.)

This curriculum is the planned sequence for the sophomore and freshman years for those students going on to the university to complete the requirements for the baccalaureate degree in business education.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 101, 102,	Principles of Accounting I, II		6
BE 100	Office Machines		2
BE 103, 104*	Beginning and Intermediate Shorthand		6
BE 105, 106*	Beginning and Intermediate Typewriting		4
EH 101, 102	Freshman Communications		6
HH 101**	Perspectives on Healthful Living		2
PE	Physical Education		2
SS 101	Social Institutions		3
			<u>31</u>

#### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 or MC 110	Art Appreciation or Music Appreciation		3
BA 207	Business Law		3
BE 200	Business Communications		3
EH	Literature		3
MS 106	Mathematics for General Education		7
	Science		7
SS 102***	Political Institutions		3
	Electives		6
			<u>31</u>

\*Students who qualify to go into BE 104 and BE 106 may substitute electives approved by Business Counselor.

\*\*HH 230 may be substituted.

\*\*\*PL 201 or HY 201 may be substituted.

**CLERICAL PRACTICE (A.S.)**

The purpose of this curriculum is to prepare the student for employment as clerk-typist

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 100	Introduction to Business	3	
BA 110	Business Mathematics	3	
BE 105-106**	Typewriting	4	
EH 101-102 or 110	Freshman Communications: Tech. Writing	6	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
	Electives	8	
		<hr/>	
		32	

**SOPHOMORE YEAR**

BA 101	Principles of Accounting	3	
BE 100	Office Machines	2	
BE 101	Office Practice	3	
BE 205	Typewriting	2	
BE 200	Business Communications	3	
HH 101**	Perspectives on Healthful Living	2	
	Electives	15	
		<hr/>	
		30	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily he may be exempt from BE 105.

\*\*\*HH 230 may be substituted.

**EXECUTIVE SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S.)**

The student is trained to do top-level secretarial work. Speed goals are set for 120 words a minute in dictation, 65 words a minute in typewriting, and 40 words a minute in transcribing. The complete program has as its goal an informed, knowledgeable and skilled secretary.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 101	Principles of Accounting I	3	
BA 110	Business Mathematics	3	
BE 100	Office Machines	2	
BE 101	Clerical Office Practice	3	
BE 103, 104*	Beginning and Intermediate Shorthand	6	
or			
BE 206, 207	Machine Shorthand I, II	(6)	
BE 105, 106*	Beginning and Intermediate Typewriting	4	
EH 101	Freshman Communications	3	
HH 101**	Perspectives on Healthful Living	2	
PE	Physical Education	2	
SS 101	Social Institutions	3	
		<hr/>	
		31	

\*Students who qualify for BE 104 or BE 106 may substitute an elective approved by Business Counselor.

\*\*HH 230 may be substituted.

## Business

### EXECUTIVE SECRETARY (EXECUTIVE, LEGAL, OR MEDICAL) (A.S.) Cont'd

#### SOPHOMORE YEAR

BA 200	Introduction to Economics	3
BA 207	Business Law I	3
BE 108	Secretarial Office Procedures	3
BE 199	Business English	3
BE 200	Business Communications	3
BE 201***	Advanced Shorthand Dictation and Transcription	3
BE 205	Advanced Typewriting	2
SP 101	Fundamentals of Speech	3
SS 102****	Political Institutions	3
	Electives	5
		<hr/> 31

\*\*\*Legal and medical secretaries substitute BE 203 for BE 201.

\*\*\*\*PL 201 or HY 201 may be substituted.

### HOME ECONOMICS (A.A.)

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional position in child development dietetics, home and family life, teaching, foods, nutrition, clothing, textiles, fashion merchandising, fashion design, and in other related areas.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102	Freshman Communications	6	
HE 101	Elements of Nutrition	3	
HE 102	Food for the Family	3	
HE 106	Elements of Clothing Construction	3	
MS 106	General Education Mathematics I	3	
PE	Physical Education	2	
SS 101	Social Institutions	3	
SS 102*	Political Institutions	3	
	Science	7	
		<hr/> 33	

#### SOPHOMORE YEAR

AT 110	Art Appreciation	3
EH	Literature	3
HE 201	Clothing Construction	3
HE 203	Costume Selection	3
HH 101**	Perspectives on Healthful Living	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
	Electives***	9
		<hr/> 29

\*PL 201 or HY 201 may be substituted.

\*\*HH 230 may be substituted.

\*\*\*The student will be counseled to take the electives in the areas which will be applicable to her major.

**FASHION (A.S.)**

This curriculum is for students who will, after two years, enter careers in fashion design, custom dressmaking, fabrics and fashion promotion, clothing management specialist.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101	Freshman Communications	3	
HE 106	Elements of Clothing Construction	3	
HE 107	Creative Patternmaking I	3	
HE 108	Creative Patternmaking II	3	
HE 112	Trade Sketching	3	
HE 113	Fashion Theory	3	
HE 201	Clothing Construction	3	
HE 203	Costume Selection	3	
PE	Physical Education	2	
SS 101	Social Institutions	3	
	Electives***	3	
		<hr/>	32

**SOPHOMORE YEAR**

HE 207	Fashion Design — Draping	3	
HE 208	Applied Fashion Design	3	
HE 209	Fashion History	3	
HH101**	Perspectives on Healthful Living	2	
RG 102	Textiles	3	
SP 101	Fundamentals of Speech	3	
SS 102*	Political Institutions	3	
	Electives***	10	
		<hr/>	30

\*PL 201 or HY 201 may be substituted.

\*\*HH 230 may be substituted.

\*\*\*Suggested electives according to special interest: RG 110, RG 107, RG 101, AT 101, AT 110, BA 211.

**FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S.)**

A four-semester program to provide instruction in all areas of food service with special emphasis on hospital and nursing home food service. Employment opportunities are excellent, since Palm Beach County's population is expanding rapidly.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 101	Principles of Accounting I	3	
EH 101-102 or 110	Freshman Communications; Technical Writing	6	
HE 101	Elements of Nutrition	3	
HH 101**	Perspectives on Healthful Living	2	
HR 102	Introduction to Food Service		
	Management	3	
HR 210	Quantity Food Composition and		
	Preparation	3	
HR 212	Personnel Management	3	
PE	Physical Education	2	
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
		<hr/>	31

\*\*HH 230 may be substituted.

## Business

### FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S.) Cont'd

#### SOPHOMORE YEAR

AT 110	Art Appreciation	3
or		
MC 110	Music Appreciation	(3)
HH 103	Standard First Aid and Personal Safety	1
HR 118-218	Food Service Practicum I; II	8
HR 211	Purchasing Management	3
HR 213	Quantity Food Service	3
HR 214	Food and Beverage Control	2
HR 215	Hotel-Motel Property Management	3
SS 101-102*	Social Inst.; Political Inst.	6
	Electives	3
		<u>32</u>

\*PL 201 or HY 201 may be substituted for SS 102.

#### GENERAL BUSINESS (A.S.)

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-104 or 110	Freshman Communications	
	Technical Writing	6
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
SS 101-102*	Social Inst.; Political Inst.	6
		16
	Business Electives	46
		<u>62</u>

NOTE: Electives may be selected from the broad field of Business and Data Processing Department offerings to meet the needs and interests of the student with the approval of the Business Counselor.

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

#### GENERAL HOME ECONOMICS (A.S.)

These are the recommended courses for those students seeking an Associate in Science Degree and terminating their college work upon graduating with this degree at Palm Beach Junior College.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102	Freshman Communications	6
HE 101	Elements of Nutrition	3
HE 102	Food for the Family	3
HE 106	Elements of Clothing Construction	3
HE 107	Creative Pattern Making I	3
HE 201	Clothing Construction	3
SS 101-102*	Social Inst.; Political Inst.	6
	Electives***	4
		<u>31</u>

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*Recommended electives depending on individual student's goals: BA 100, AT 210, 212; BA 101, 204; BE 105, RG 104, 110; PY 202, 203; SS 201, HE 110.



**GENERAL HOME ECONOMICS (A.S.)****SOPHOMORE YEAR**

HE 108	Creative Pattern Making II	3
HE 109	Consumer Problems & Personal Finance	3
HE 203	Costume Selection	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PY 201	General Psychology	3
RG 102	Textiles	3
SP 101	Fundamentals of Speech	3
	Electives***	9
		<hr/> 31

\*\*HH 230 may be substituted.

\*\*\*Recommended electives depending on individual student's goals: BA 100, AT 210, 212, BA 101, 204; BE 105, RG 104, 110; PY 202, 203; SS 201, HE 110.

**HOTEL MANAGEMENT (A.S.)**

The Hotel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food lodging industry.

**FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
BA 101	Principles of Accounting I	3
EH 101-102 or 110	Freshman Communications; Technical Writing	6
HH 101*	Perspectives on Healthful Living	2
HR 100	Introduction to Hotel- Restaurant Management	3
HR 202	Hotel-Motel Housekeeping Management	3
HR 212	Personnel Management	3
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
	Electives**	3
		<hr/> 31

**SOPHOMORE YEAR**

HR 118-218	Hotel-Motel-Restaurant Practicum	8
HR 201	H-M Front Office Adm. & Procedures	3
HR 207	Legal Aspects of Hotel Administration	3
HR 211	Purchasing Management	3
HR 214	Food & Beverage Control	2
HR 215	Hotel-Motel Property Management	3
HR 216	Sales Promotion and Advertising In Hotels & Food Service	3
SS 101-102***	Social Inst.; Political Inst.	6
		<hr/> 31

\*HH 230 may be substituted.

\*\*Electives must be HR 102, 201, 210 or 213.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.

## Business

### PURCHASING MANAGEMENT (A.S.)

This curriculum supplies a desirable body of knowledge needed by purchasing men and women. Emphasis is placed on principles and policies for industrial, institutional and governmental purchasing, and auxiliary functions as recommended by N.A.P.M. Upon successful completion of this curriculum, a student is qualified to receive a Professional Educational Standards Program National Certificate by the National Association of Purchasing Management, and an A.S. degree from Palm Beach Junior College.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BA 101-102	Principles of Accounting I; II	3	3	
BA 204-205	Principles of Economics I; II	3	3	
BA 207	Business Law I			3
BA 212	Principles of Marketing	3		
BA 243	Intro. to Traffic Management	3		
DP 102	Computer Theory			3
EH 101	Freshman Communications	3		
EH 110 or	Technical Writing or			
BE 200	Business Communications		3	
SP 101	Fundamentals of Speech		3	
SS 101*	Political Institutions		3	
		16	16	6

#### SOPHOMORE YEAR

BA 127	Money and Banking	3		
BA 203	Cost Accounting		3	
BA 201	Principles of Management	3		
BA 213	Principles of Supervision		3	
BA 233	Principles of Finance	3		
BA 240	Purchasing I	3		
BA 241	Purchasing II		3	
BA 242	Production Management		3	
BA 271	Human Relations in Business	3		
HH 101**	Perspectives on Healthful Living	2		
MS 208	Statistics		3	
		17	15	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

### RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
BA 110	Business Mathematics		3
BA 214	Salesmanship		3
EH 101	Freshman Communications		3
PE	Physical Education		2
RG 101	Introduction to Retailing		3
RG 102	Textiles		3
RG 103-104	Retail Practicum I; II		6
RG 107	Retail Advertising & Promotion		3
SS 101-102*	Social Inst.; Political Inst.		6
			32

\*PL 201 or HY 201 may be substituted for SS 102.

**RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.) Cont'd****SOPHOMORE YEAR**

BA 101	Principles of Accounting I	3
BA 200	Introduction to Economics	3
BA 207	Business Law I	3
BA 211	Small Business Management	3
BA 212	Principles of Marketing	3
HH 101**	Perspectives on Healthful Living	2
RG 105	Product Merchandising	2
RG 110	Fashion Merchandising	2
RG 111-112	Retail Practicum III; IV	6
SP 101	Fundamentals of Speech	3
		<hr/> 30

\*\*HH 230 may be substituted.

**RETAIL SALES – CLERICAL (One Year) Certificate Program****TERM I**

COURSE	TITLE	SEMESTER HOURS CREDIT
BE 100	Office Machines	2
BE 105*	Beginning Typewriting	2
EH 101	Freshman Communications	3
RG 101	Introduction to Retailing	3
RG 107	Advertising and Sales Promotion	3
RG 110	Fashion Merchandising	2
		<hr/> 15

**TERM II**

BA 110	Business Mathematics	3
BA 214	Principles of Salesmanship	3
BE 101	Office Practice	3
RG 104	Retail Practicum II	3
RG 105	Product Merchandising	2
SP 101	Fundamentals of Speech	3
		<hr/> 17

\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

**STENOGRAPHIC (One Year Certificate Program)**

A program that prepares the student to do stenographic or clerical work at the junior level, with a minimum speed of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute transcription speed.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BA 110	Business Mathematics	3
BA 207	Business Law	3
BE 100	Office Machines	2
BE 101	Clerical Office Practice	3
BE 103, 104*	Shorthand; Dictation and Transcription	6
BE 105, 106*	Beginning and Intermediate Typewriting	4
BE 199	Business English	3
BE 200	Business Communications	3
SP 101	Fundamentals of Speech	3
		<hr/> 30

\*Students who are qualified to go into BE 104 or BE 106 may substitute LC 101, PY 201, HE 203 or elective approved by Business Counselor.

## COURSE DESCRIPTIONS

### BA 100 INTRODUCTION TO BUSINESS

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the free enterprise system and its workings. 3-0-3\*

### BA 101 PRINCIPLES OF ACCOUNTING I

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3\*

### BA 102 PRINCIPLES OF ACCOUNTING II

(Prerequisite: BA 101 or equivalent). This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. 3-0-3\*

### BA 110 BUSINESS MATHEMATICS

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, stocks and annuities. 3-0-3\*

### BA 200 INTRODUCTION TO ECONOMICS

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\*

### BA 203 COST ACCOUNTING

(Prerequisite: BA 102 or equivalent). This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

### BA 204 PRINCIPLES OF ECONOMICS I

This course deals with the nature and scope of Economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\*

### BA 205 PRINCIPLES OF ECONOMICS II

This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

### BA 207 BUSINESS LAW I

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law

based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\*

#### **BA 208 BUSINESS LAW II**

This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3\*

#### **BA 209 FLORIDA SCHOOL LAW**

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3\*

#### **BA 210 PRINCIPLES OF MANAGEMENT**

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

#### **BA 211 SMALL BUSINESS MANAGEMENT**

A study of the accepted basic principles of small business management. Particular attention will be given to business functions (Sales, Production, Procurement, Personnel, Finance and Law) as they affect the operation of American small business. 3-0-3\*

#### **BA 212 PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

#### **BA 213 PRINCIPLES OF SUPERVISION**

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3\*

#### **BA 214 SALESMANSHIP**

This course is designed as a comprehensive sales training program. The primary objective is to measurably develop the sales persuasion skill of each student. The essential selling theories and principles are developed and practiced in simulated selling situations utilizing class presentations and closed circuit T.V. The student will leave the class with a demonstrable ability to convert current sales concepts into successful on-job performance. 3-0-3\*

#### **BA 215 CREATIVE SALESMANSHIP**

(Prerequisite: Permission of the Department Chairman). A comprehensive study of sixteen different techniques in selling and sales management. Individual study of programmed materials and audio tapes prepared by outstanding experts in the sales training field. 0-2-1\*

#### **BA 240 PURCHASING I**

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy, and capital equipment. 3-0-3\*

## Business

### BA 241 PURCHASING II

Continuation of BA 240. Study of traffic, surplus, storekeeping budgets, international purchasing, public purchasing, personnel, performance evaluation, and public relations. 3-0-3\*

### BA 242 PRODUCTION MANAGEMENT

A study of the various phases of production control and the elements which contribute to a successful operation — production

### BA 243 INTRODUCTION TO TRAFFIC MANAGEMENT

An introduction to traffic management covering federal regulations, freight rates and tariffs, shipping documents, special freight services, and freight claims. 3-0-3\*

### BA 250 ENTERPRISE IN SOUTHEASTERN FLORIDA I

(Offered subject to permission of department chairman.) This independent study course acquaints the student with some of the factors dominating life in Southeastern Florida. It presents a number of statistical resources and provides opportunity for the student to learn how to use them. 0-2-1\*

### BA 271 SUPERVISION — HUMAN RELATIONS IN BUSINESS

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

### BE 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student learns to do accounting on a Burroughs L-2000 Computer, invoicing and payroll on an NCR 3200, posting on an NCR 4200 Hotel-Motel machine and NCR 4100 Bank Teller's machine, as well as develop skill and speed on various types of electronic calculators, programmable calculators, rotary calculators, printing calculators, full-key and ten-key adding machines. 1-2-2\*

### BE 101 CLERICAL OFFICE PRACTICE

(Co- or prerequisite: BE 106) A comprehensive study of clerical office procedures, such as filing, telephone techniques, duplication, machine transcription, simple payroll and banking transactions. 3-0-3\*

### BE 102 PERSONAL TYPEWRITING

Taught by individualized methods of instruction, it is designed for the student who wishes to learn typing for personal use or for the student who wishes to develop a higher degree of speed or accuracy. 0-2-1\*

### BE 103 SHORTHAND

(Co-requisite: BE 105 or the successful completion of a previous typing course). All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 1-4-3\*

### BE 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 103 or equivalent, and BE 105 or equivalent). This course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on news-matter dictation, and transcription skill of at least 30 words a minute is attained. 2-2-3\*

### BE 105 BEGINNING TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

### BE 106 INTERMEDIATE TYPEWRITING

(Prerequisite: BE 105 or equivalent). This course is a continuation of BE 105 and offers

a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

#### **BE 107 TYPEWRITING**

Individualized instruction in a combined section of Beginning, Intermediate and Advanced Typewriting. The student will progress in the typing sequence that can be accomplished in the term. Two hours credit will be granted in BE 105, BE 106 or BE 205 upon successful completion of work assigned. 1-3-2\*

#### **BE 108 SECRETARIAL OFFICE PROCEDURES**

(Prerequisites: BE 101 and BE 106) This course is designed for students who aspire to reach professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations in selected phases of secretarial activity, including travel arrangements, meetings and conferences, sophisticated machine transcription and data processing. 3-0-3\*

#### **BE 199 BUSINESS ENGLISH**

An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation, and capitalization. The main applications are on the problems of the dictator, the stenographer, and the typist. 3-0-3\*

#### **BE 200 BUSINESS COMMUNICATIONS**

The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3\*

#### **BE 201 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 104 or equivalent and BE 106 or equivalent). This course includes the general instruction offered for stenographic work. Through the use of high-speed dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2-2-3\*

#### **BE 203 SPECIAL APPLICATIONS OF DICTATION AND TRANSCRIPTION**

(Prerequisites: BE 106, BE 201 or equivalents). Dictation and transcription practice is given utilizing short cuts applicable to the special business and technical fields. Legal, medical, and technical terminology is taught. 2-2-3\*

#### **BE 205 ADVANCED TYPEWRITING**

(Prerequisite: BE 106). This course offers a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters. Introduction is made to the typing of legal and medical forms and government and military letters. Improvement of production ability on all typing is stressed. 1-3-2\*

#### **BE 206 MACHINE SHORTHAND I**

(Co-requisite: BE 105 or BE 106 or equivalent). All the basic theory of the machine shorthand system is studied. The stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3\*

#### **BE 207 MACHINE SHORTHAND II**

(Prerequisite: BE 206). This course is a continuation of BE 206, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3\*

#### **BE 209 MACHINE SHORTHAND**

Individualized instruction in a combined section of beginning and advanced machine shorthand. The student will advance in the sequence that can be accomplished in the term. Three credit hours will be granted in BE 206 or BE 207 upon successful completion of work assigned. 1-4-3\*

# **BANKING**

## **BA 120 SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal bases of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\*

## **BA 123 INSTALLMENT CREDIT**

(Prerequisite: BA 126 and BA 130). Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3\*

## **BA 124 BUSINESS ADMINISTRATION**

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3-0-3\*

## **BA 126 LAW AND BANKING**

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations personal property, real property, estates and trusts, torts and crimes, miscellaneous (surveyship, bankruptcy, bulk transfers). 3-0-3\*

## **BA 127 MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

## **BA 128 BANK LETTERS AND REPORTS**

Your reader and you, the personality of a letter, problems in dictation and transcription, placement of essential information in letters, the well-planned letter, beginnings and endings, the choice of words, the structure of the sentence, form letters, service letters, the letter of the inquiry, the letter of collection, letters concerning loans and trusts, personal letters, memoranda, writing connected with conferences and meetings, bank reports, grammatical usage, punctuation, the use of a bibliography. 3-0-3\*

## **BA 130 PRINCIPLES OF BANK OPERATIONS**

The economic importance of banks, receiving function, processing of cash items, book-keeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management bank funds, loans and investments, general bank

\*Lecture-Lab-Credit Hours



accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3\*

#### **BA 221 BANK MANAGEMENT**

The nature and objectives of banking, formulation of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3\*

#### **BA 222 CREDIT ADMINISTRATION**

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3\*

#### **BA 225 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3\*

#### **BA 229 FUNDAMENTALS OF BANK DATA PROCESSING**

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing — services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3\*

#### **BA 231 TRUST FUNCTIONS AND SERVICES**

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies: history of trust services, historical background of trust institutions. 3-0-3\*

#### **BA 232 BANK PUBLIC RELATIONS AND MARKETING**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

#### **BA 233 FINANCING BUSINESS ENTERPRISE**

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies-use of securities, working capital and turn-over ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3-0-3\*

## Business

### BA 234 SUPERVISION AND PERSONNEL ADMINISTRATION

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3-0-3\*

### BA 235 AGRICULTURAL FINANCE

The dynamics of agricultural finance, capital structure and credit needs of agriculture, the role of bank policy, loan analysis, legal instruments, livestock and poultry financing, crop financing, capital loans, agribusiness, sources of credit, management of the farm loan portfolio, public relations and business development, sources and use of agricultural information. 3-0-3\*

### BA 236 HOME MORTGAGE LENDING

Mortgage credit in the United States, structure of the mortgage market, development of a mortgage portfolio, determining mortgage plans, loan application processing-existing housing, residential construction-lending policies and practices, appraisal of property, credit analysis of the borrower, FHA-insured loans, guaranteed loan program for veterans, legal aspects of mortgage lending, closing mortgage loans, mortgage loan servicing, delinquent loan servicing, management of foreclosed real estate, management considerations in mortgage lending and portfolio management. 3-0-3\*

### BA 237 ANALYZING FINANCIAL STATEMENTS

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projection. 3-0-3\*

### BA 239 FEDERAL RESERVE SYSTEMS

A study of the history of the Federal Reserve System tracing its original and the various stages of its historical development. A review of the current era particularly recent international monetary affairs in which the Federal Reserve System has played a role, the International Monetary Fund, more recent economic developments and a study of the goals of American monetary policy. 3-0-3\*

## HOME ECONOMICS

### HE 101 ELEMENTS OF NUTRITION

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It provides background in the science of nutrition to serve as a basis for decisions in dietary planning. 3-0-3\*

### HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3\*

### HE 103 NUTRITION - HEALTH & DISEASE I

Elements of Nutrition concentrating on the problems of foods and diets of patients. 2-0-2\*

### HE 104 NUTRITION - HEALTH & DISEASE II

A continuation of the study of Elements of Nutrition with particular emphasis on problems concerned with Nursing. 1-0-1\*

\* Lecture-Lab-Credit Hours

**HE 105 NUTRITION – FOR DENTAL HEALTH SERVICES**

Elements of Nutrition with emphasis placed on concerns for good dental health and preventative dieting. 3-0-3\*

**HE 106 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\*

**HE 107 CREATIVE PATTERN MAKING I**

Introduction to the flat pattern method of making patterns as used in the garment and pattern company trades. Students will accomplish the basic steps in the development of dress patterns by the flat pattern drafting method. They will learn to draft the basic slopes for standard sizes and to their personal measurements. The development of the hip length sloper and the basic principles of fitting will be stressed. Students will design and make a pattern for a simple basic dress. 3-0-3\*

**HE 108 CREATIVE PATTERN MAKING II**

Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3-3-3\*

**HE 109 PROBLEMS AND PERSONAL FINANCE**

This course will present concepts and applications relating to consumer and personal economic decisions. Areas studied will include buying goods and services, evaluating alternatives and making wise choices. The objective of preparing students to become more effective income earners and spenders will involve a study of personal and everyday economic issues. Effective money management strategy is the goal. 3-0-3\*

**HE 110 FOODS FOR CHILDREN**

(Prerequisite HE 101) This course is designed to introduce students to the basic problems involved with feeding children. Emphasis will be placed on principles of food preparation, including the planning of menus to meet children's nutritional needs and for motivating children to practice good eating. 3-0-3\*

**HE 111 PRACTICUM: FOODS FOR CHILDREN**

Students enrolled in this course will be responsible for planning, purchasing, preparing and serving lunch to the children in the Center for Early Learning. 0-6-3\*

**HE 112 TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\*

**HE 113 FASHION THEORY**

The art principles and elements of design with a theoretical and practical approach as related to wearing apparel. 3-0-3\*

**HE 201 CLOTHING CONSTRUCTION**

(Prerequisite: HE 106). This is further application of the sewing principles and techniques as they are used to achieve the custom-made look in clothing suitable to the individual. 2-2-3\*

**HE 203 COSTUME SELECTION**

A study of the sociological and psychological influences in the evolvement of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\*

**HE 207 FASHION DESIGN-DRAPING**

Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3-0-3\*

## **Business**

### **HE 208 APPLIED FASHION DESIGN**

Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3-0-3\*

### **HE 209 FASHION HISTORY**

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3\*

## **HOTEL – FOOD SERVICE MANAGEMENT**

### **HR 100 INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT**

The historical background of the Hotel-Motel Industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3\*

### **HR 102 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3\*

### **HR 118 HOTEL-MOTEL-FOOD SERVICE PRACTICUM I**

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2-6-4\*

### **HR 201 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\*

### **HR 202 HOTEL-MOTEL HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

### **HR 204 HOTEL-MOTEL MANAGEMENT PRACTICES**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

### **HR 207 LEGAL ASPECTS OF HOTEL ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

### **HR 210 QUANTITY FOOD COMPOSITION AND PREPARATION**

(Prerequisite: HR 102 or permission of the instructor). A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 0-9-3\*

### **HR 211 PURCHASING MANAGEMENT**

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3\*

### **HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\*

## **HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\*

## **HR 214 FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

## **HR 215 EQUIPMENT USE AND MAINTENANCE**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, motels, and related institutions. 3-0-3\*

## **HR 216 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\*

## **HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM II**

This course is a continuation of HR 118. 2-6-4\*

# **INSURANCE**

## **IN 101 GENERAL PRINCIPLES OF INSURANCE**

A study of basic insurance principles and the fundamentals of insurance company operation. Some of the concepts explored are: risk, probability, requisites of insurable risks, negligence, indemnity, insurable interest, co-insurance and deductibles. Rating, underwriting, marketing and re-insurance are also covered. All of these functions are examined in a framework built around a study of insurance company organization, types of field organization, powers and functions of agents and brokers, and regulation of the insurance industry. 3-0-3\*

## **IN 102 PROPERTY INSURANCE**

A continuation of the study of insurance begun in IN 101 with the emphasis of the study on insurance of all kinds of property. 3-0-3\*

# **REAL ESTATE**

## **RE 101 INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES**

A study of the basic principles, practices and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Successful completion required by Florida Real Estate Commission prior to filing application for State licensing examination. A broad overview of real estate principles but does not cover Real Estate licensing law in depth. 3-0-3\*

## **RE 102 REAL ESTATE LAW**

Legal aspects of real property ownership, development, transfer, and brokerage. A thorough review of Florida Real Estate Law in preparation for the State licensing examination. 3-0-3\*

## **RE 103 REAL ESTATE APPRAISAL I**

(Prerequisite: RE 101 or consent of instructor). The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market, and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3\*

## **RE 104 REAL ESTATE FINANCE**

A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and

## Business

permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment buildings will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\*

## RETAILING

### RG 101 INTRODUCTION TO RETAILING

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

### RG 102 TEXTILES

A study of the characteristics, are, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

### RG 103 SALES AND MARKETING PRACTICUM I

Class discussion and lecture include problems of job placement; sources of job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Includes participation in sales and marketing club activities. 0-9-3\*

### RG 104 SALES AND MARKETING PRACTICUM II

A continuation of RG 103. 0-9-3\*

### RG 105 PRODUCT MERCHANDISING

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2\*

### RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3\*

### RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion and the problems involved. 3-0-3\*

### RG 110 FASHION MERCHANDISING

A study of the style, construction, and quality of men's women's, and children's ready-to-wear apparel. Fashion history trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2\*

### RG 111 SALES AND MARKETING PRACTICUM III

A planned program of independent research, observation, study, and work in selected firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experience. Offered fall and winter terms. 0-9-3\*

### RG 112 SALES AND MARKETING PRACTICUM IV

A continuation of RG 111. 0-9-3\*

# Chemistry

**FACULTY:** Truchelut (Chairman), Ackerman, Fayssoux, Lesko, Toohey

**MAJORS:** Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Optometry, Pre-Pharmacy, Pre-Podiatry, Pre-Veterinary

**COURSE PREFIXES:** CY

**PROGRAMS:**

**CHEMISTRY, CHEMISTRY TEACHER (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
AT 110 or MC 110 . .	Art Appreciation, Music Appreciation . . . . .	3		
CY 101 . . . . .	General Chemistry I . . . . .	3		
CY 102 . . . . .	General Chemistry II . . . . .		4	
CY 103 . . . . .	General Chemistry III . . . . .			4
EH 101-102 . . . . .	Freshman Communications . . . . .	3	3	
EH 101** . . . . .	Perspectives on Healthful Living . . . . .		2	
MS 111 . . . . .	College Algebra . . . . .	3		
MS 121 . . . . .	Trigonometry & Analytic Geometry . . . . .		3	
PE . . . . .	Physical Education . . . . .		1	
SI 101 . . . . .	Social Institutions . . . . .	3		
SI 102* . . . . .	Political Institutions . . . . .		3	
		<hr/> 15	<hr/> 16	<hr/> 4

PL 201 or HY 201 may be substituted.



# Chemistry

## CHEMISTRY, CHEMISTRY TEACHER (A.A.) Cont'd

### SOPHOMORE YEAR

CY 202	Quantitative Analysis		4
CY 211-212	Organic Chemistry I, II	4	4
EH	Literature	3	
MS 204-205	Calculus I, II	3	3
PE	Physical education	1	
PH 205-206	General Physics with Calculus I, II	4	4
		<u>15</u>	<u>15</u>

\*\*HH 230 may be substituted.

### PRE-DENTAL, PRE-MEDICAL, PRE-PHARMACY, PRE-VETERINARY (A.A.)

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While students may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
AT 110 or MC 110	Art Appreciation; Music Appreciation	3		
BY 100-105	Principles of Biology; Principles of Biology Laboratory	4		
BY 102-104	General Zoology; Gen. Zoology Lab		4	
CY 101, 102, 103	General Chemistry I, II, III	3	4	4
EH 101-102	Freshman Communications	3	3	
HH 101**	Perspectives on Healthful Living		2	
MS 111	College Algebra	3		
MS 121	Trigonometry & Analytical Geometry		3	
PE	Physical Education		1	
		<u>16</u>	<u>17</u>	<u>4</u>

### SOPHOMORE YEAR

BY 201-202***	Comparative Vertebrate Anatomy I; II	3	3
CY 211-212	Organic Chemistry I, II	4	4
EH	Literature	3	
PH 201-202	General Physics I, II	4	4
SS 101-102*	Social Institutions; Political Inst.	3	3
PE	Physical Education		1
		<u>17</u>	<u>15</u>

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Pre-Pharmacy students may substitute BA 101, BA 102 or CY 202.



**PRE-PODIATRY (A.A.)**

This curriculum will meet the minimum requirements for admission to most colleges of podiatry. A survey of these requirements has been conducted by the Chemistry Department by correspondence and from information published by the American Podiatry Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BY 100, 105	Principles of Biology; Lab	4	
BY 102, 104	General Zoology Lecture; Lab		4
CY 101, 102	General Chemistry I, II	3	4
EH 101, 102	Freshman Communications	3	3
HH 101*	Perspectives on Healthful Living		2
MS 111	College Algebra	3	
SS 101, 102**	Social Inst.; Political Inst.	3	3
		<hr/> 16	<hr/> 16

**SOPHOMORE YEAR**

AT 110 or MC 110	Art Appreciation or Music Appreciation		3
CY 103	General Chemistry III	4	
CY 200***	Principles of Organic Chemistry		4
EH	Literature	3	
PE	Physical Education	1	1
PH 201, 202	General Physics I, II	4	4
	***Electives	3	3
		<hr/> 15	<hr/> 15

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS-102.

\*\*\*CY 211, 212 may be substituted if 8 hours of organic chemistry are needed for admission by a particular college of podiatry.

\*\*\*\*PY 201, 202 recommended.

**PRE-OPTOMETRY (A.A.)**

This curriculum will meet the minimum requirements for admission to most colleges of optometry. All colleges place emphasis on mathematics, physics, chemistry and biology. Since some colleges also require additional courses in psychology or foreign languages, it is suggested that the student contact directly the school of his choice to determine what modifications might be needed. Some information is available in the Career information and Study Center, Library Building.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BY 100, 105	Principles of Biology & Lab	4		
BY 102, 104	General Zoology & Lab		4	
CY 101, 102, 103	General Chemistry I, II, III	3	4	4
EH 101, 102	Freshman Communications	3	3	
MS 121	Trigonometry & Analytic Geometry	3		
MS 204	Calculus I		3	
PE	Physical Education	1		
SS 101, 102*	Social Inst.; Political Inst.	3	3	
		<hr/> 17	<hr/> 17	<hr/> 4

\*PL 201 or HY 201 may be substituted for SS 102.

# Chemistry

## PRE-OPTOMETRY (A.A.) Cont'd

### SOPHOMORE YEAR

AT 110 or MC 110	Art. Appreciation or Music Appreciation	3	
CY 211, 212**	Organic Chemistry I, II	4	4
EH	Literature	3	
HH 101†	Perspectives on Healthful Living	2	
MS 205	Calculus II	3	
PE	Physical Education		1
PH 201, 202	General Physics I, II	4	4
	Electives††		3***
		<hr/> 16	<hr/> 15

\*\*For some colleges of optometry, the chemistry requirement may be met by taking CY 200 Principles of Organic Chemistry (3-4-4) instead of CY 211, 212. For a few schools, no organic chemistry is required, but is recommended.

†HH 230 may be substituted.

††Psychology recommended by most optometry schools.

\*\*\*To reduce total hours, a student may omit the 3 hours of electives

## COURSE DESCRIPTIONS

### CY 100 PRINCIPLES OF CHEMISTRY

An introduction to the principles of chemistry for students who do not need the more intensive courses. Covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Serves as co- or prerequisite for CY 105. 3-0-3\*

### CY 101 GENERAL CHEMISTRY I

(Co- or prerequisite: MS 110 or higher). First course of a three-semester sequence. College chemistry with a thorough study of properties of matter, the gas laws, structures of atoms and molecules, periodicity of elements, chemical equations and stoichiometry, and thermochemistry. Mathematical relationships are emphasized. 3-0-3\*

### CY 102 GENERAL CHEMISTRY II

(Prerequisite CY 101 or equivalent). Second part of a three-semester sequence. Includes study of theory and properties of chemical bonds, symmetry of molecules and intermolecular forces, properties of ions, solutions and chemical equilibrium. 3-3-4\*

### CY 103 GENERAL CHEMISTRY III

(Prerequisite CY 102). Third part of a sequence. Includes study of electrochemistry, acid-base reactions, volumetric analysis, chemical kinetics, chemistry of representative elements and transitional elements, nuclear chemistry and an introduction to organic chemistry. Lab includes a portion on qualitative analysis. 3-3-4\*

### CY 105 LAB FOR CY 100

(Co- or prerequisite: CY 100). A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\*

### CY 200 PRINCIPLES OF ORGANIC CHEMISTRY

(Prerequisites: CY 100 and CY 105 with "C" or better, or CY 101, 102). A one-semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

### CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 103 or equivalent). The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

\*Lecture-Lab-Credit Hours

**CY 211 ORGANIC CHEMISTRY I**

(Co- or prerequisite CY 103). First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-4-4\*

**CY 212 ORGANIC CHEMISTRY II**

(Prerequisite: CY 211). Continuation of CY 211. 3-4-4\*

\*Lecture-Lab-Credit Hours



# Communications

**FACULTY:** Duncan (Chairman), Betz, Bloodworth, Bridwell, Busselle, Collins, Connelly, Connolly, Crowley, Dickinson, Easterling, Graham, Gunderson, Jefferson, Jones, Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Perez, Platt, Schneider, Taylor, Tomasello

**MAJORS:** Creative Writing, English, English Teacher, Foreign Languages, Foreign Language Teacher, Journalism, Liberal Arts, Public Relations, Speech-Drama, Speech Pathology and Audiology

**COURSE PREFIXES:** EH, FH, JM, LC, SH, SP

**PROGRAMS:**

**CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110	Art Appreciation		3
MC 110	Music Appreciation	(3)	
EH 101-102	Freshman Communications		6
SS 101-102*	Social Inst.; Political Inst.		6
	Science		7-8
MS 106	General Education Math I		3
EH	Literature		12
HH101**	Perspective on Healthful Living		2
	Foreign Languages (Spanish or French)		12
PE	Physical Education		2
	Electives***		9
			<hr/> 62-63

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Suggested electives: LC 101, SP 203, EH 210.

## FOREIGN LANGUAGE, FOREIGN LANGUAGE TEACHER (A.A.)

Occupational aims of students specializing in Foreign Language are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 74, and the requirements of the college where they intend to continue their education.

## EVALUATING PREVIOUS STUDY:

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish will be considered to have had the equivalent of 1½ years of college Spanish.

However, to satisfy the requirements for graduation from Palm Beach Junior College a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

**JOURNALISM, PUBLIC RELATIONS (A.A.)**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102	Freshman Communications	6	
SS 101-102*	Social Inst.; Political Inst.	6	
	Science	7-8	
MS 106	General Education Math I	3	
PE	Physical Education	2	
HH 101*	Perspective on Healthful Living	2	
EH	Literature	6	
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
SP 101	Fundamentals of Speech	3	
SP 102	Public Speaking	3	
JM 101	Basic Writing for Mass Communications	3	
JM 102	Survey of Communications	3	
JM 201	Reporting or Writing Techniques	3	
PY 201	General Psychology	3	
	Electives	9	
		<hr/>	
		62-63	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

**JOURNALISM (A.S.)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102	Freshman Communications	6	
SS 101-102*	Social Inst.; Political Inst.	6	
AT 110 or MC 110	Art or Music Appreciation	3	
PE	Physical Education	2	
BE 105**	Beginning Typewriting	2	
RG 107	Retailing Advertising Promotion	3	
SP 101	Fundamentals of Speech	3	
JM 101	Basic Writing for Mass Communications	3	
JM 102	Survey of Communications	3	
		<hr/>	
		31	

**SOPHOMORE YEAR**

AT 108	Basic Photography	3	
EH 201-202**	English Literature to 1660		
	English Literature After 1660	6	
JM 201	Reporting and Writing Techniques	3	
PS 101-102****	Survey of Physical Science I & II	7	
MS 106	General Education Math I	3	
HH 101	Perspectives on Healthful Living	2	
	Electives	7	
		<hr/>	
		31	

\*HY 201 or PL 201 may be substituted for SS 102.

\*\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*\*\*EH 205, 206, 203, 204 may be substituted.

\*\*\*\*BY, CY, or PH may be substituted.

# Communications

## SPEECH – DRAMA (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
SP 101	Fundamentals of Speech	3	
	Science	7-8	
EH 101-102	Freshman Communications	6	
MC 131	Voice Class	1	
PE 208-209	Interpretative Movement	2	
SP 103	Introduction to the Theater	3	
SP 104	Techniques of Dramatic Art	3	
SP 105	Fundamentals of Stagecraft	3	
SP 106	Advanced Stagecraft	3	
		<u>31-32</u>	

### SOPHOMORE YEAR

AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
EH	Literature	6	
HH 101*	Perspectives on Healthful Living	2	
MS 106	General Education Math I	3	
PH 201	General Psychology	3	
SP 201	Public Speaking	3	
SP 203	Oral Interpretation	3	
SP 202	Acting	3	
SS 101	Social Institutions	3	
SS 102**	Political Institutions	3	
		<u>32</u>	

## SPEECH PATHOLOGY AND AUDIOLOGY (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
EH 101-102	Freshman Communications	6	
PE	Physical Education	2	
PY 201	General Psychology	3	
	Science	7-8	
SP 101	Fundamentals of Speech	3	
SS 101-102**	Social Instl; Political Inst.	6	
	Elective	3	
		<u>33-34</u>	

### SOPHOMORE YEAR

BY 151-152	Anatomy and Physiology I; II	6	
EH	Literature	3	
HH 101	Perspective on Healthful Living	2	
MS 106	General Education Math I	3	
PY 203	Child Growth and Development	3	
SP 102	Public Speaking	3	
	Electives***	9	
		<u>29</u>	

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted.

\*\*\*6 hours must be General Education.

## COURSE DESCRIPTIONS

### EH 101 FRESHMAN COMMUNICATIONS

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

#### Sections 50-59 (Offered in Basic Studies)

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 60-69 (Offered in Basic Studies)

Writing Emphasis: This course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 70-79 (Offered in Basic Studies)

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3\*

#### Sections 80-89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49 except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

### EH 102 FRESHMAN COMMUNICATIONS

#### Sections 1-49

(Prerequisite: EH 101 Freshman Communications or equivalent). This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*

Research paper techniques are taught in both EH 101 and EH 102.

#### Sections 50-79 (Offered in Basic Studies)

(Prerequisites: EH 101, sections 50-79). This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-1-3\*

#### Sections 80-89 (Advanced course for EH 102)

Prerequisites: EH 101, Sections 86-89. Advanced Freshman Communications or equivalent). This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3\*

### EH 110 TECHNICAL WRITING

(Prerequisite: EH 101 or equivalent). Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need

## Communications

to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\*

### **EH 201 ENGLISH LITERATURE TO 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\*

### **EH 202 ENGLISH LITERATURE AFTER 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\*

### **EH 203 WORLD LITERATURE TO 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent). A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

### **EH 204 WORLD LITERATURE AFTER 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

### **EH 205 AMERICAN LITERATURE TO 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

### **EH 206 AMERICAN LITERATURE AFTER 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent). The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*

### **EH 210 ADVANCED COMPOSITION**

(Prerequisite: EH 102 or equivalent or permission of Department Chairman). This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3\*

### **EH 211 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisite: Permission of Director of Learning Resources Center). This course comprises the first 6 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources. 1-0-1\*

### **EH 212 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 211). This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1-0-1\*

### **EH 213 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 212). This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1-0-1\*

**NOTE:** Students desiring two hours credit may be permitted to pursue EH 211 and EH 212 simultaneously; those wishing three hours credit may be permitted to pursue EH 211, EH 212 and EH 213 simultaneously.



## JOURNALISM

### JM 101 BASIC WRITING FOR MASS COMMUNICATIONS

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

### JM 102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

### JM 201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman). This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3\*

## LOGIC

### LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

## SPEECH

### SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

### SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman). This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

### SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\*

### SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

### SP 105 FUNDAMENTALS OF STAGECRAFT

This course present lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3\*



### SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage makeup, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

### SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman). A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

\* Lecture-Lab-Credit Hours



## SP 203 ORAL INTERPRETATION

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

## FOREIGN LANGUAGES

### FRENCH

#### FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

#### FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent). This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

#### FH 201 INTERMEDIATE FRENCH (Offered only in Fall Term)

(Prerequisite: FH 102 Elementary French or equivalent). This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

#### FH 202 INTERMEDIATE FRENCH (Offered only in Winter Term)

(Prerequisite: FH 201 Intermediate French or equivalent). This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

#### FH 213 CONVERSATIONAL FRENCH (Offered only in Fall Term)

(Prerequisite: FH 102 Elementary French or equivalent). Emphasis in this course is on oral application of the French language through conversation, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2\*

#### FH 214 CONVERSATIONAL FRENCH (Offered only in Winter Term)

(Prerequisite: FH 102 Elementary French or equivalent). The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with GH 202. 2-0-2\*

\*Lecture-Lab-Credit Hours

# Communications

## SPANISH

### SH 100 CONVERSATIONAL Spanish for Non-Language Majors (Institutional Credit Only)

The objectives of this course are to prepare a student who needs Spanish to deal with the basics necessary to communicate successfully in the language. Constantly repeated oral practice and situational communication techniques are heavily emphasized. 3-0-3\*

### SH 101 ELEMENTARY SPANISH

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

### SH 102 ELEMENTARY SPANISH

(Prerequisite: SH 101 Elementary Spanish or equivalent). The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

### SH 201 INTERMEDIATE SPANISH (Offered only in Fall Term)

(Prerequisite: SH 102 Elementary Spanish or equivalent). Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

### SH 202 INTERMEDIATE SPANISH (Offered only in Winter Term)

(Prerequisite: SH 201 Intermediate Spanish or equivalent). The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

### SH 213 CONVERSATIONAL SPANISH (Offered only in Fall Term)

(Prerequisite: SH 102 Elementary Spanish or equivalent). Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2\*

### SH 214 CONVERSATIONAL SPANISH (Offered only in Winter Term)

(Prerequisite: SH 102 Elementary Spanish or equivalent). This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2\*

\*Lecture-Lab-Credit Hours

# Data Processing

**FACULTY:** Washburn (Chairman), Baldree, Royall

**MAJORS:** Computer Technology (A.S.); Computer Science, Systems, Engineering (A.A.); Computer Science, Scientific (A.A.); Computer Science, Business Option (A.A.); Computer Operator (Certificate Program).

**COURSE PREFIXES:** DP

**PROGRAMS:**

**COMPUTER TECHNOLOGY (A.S.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BA 101-102	Principles of Accounting I; II	6
DP 102	Computer Theory	3
DP 100	Introduction to Computers	3
DP 202	Computer Programming I	3
EH 101-102	Freshman Communications	6
MS 106 or higher	Mathematics	3
PE	Physical Education	2
SS 101	Social Institutions	3
AT 110 or MC 110	Art Appreciation or Music Appreciation	3
		<hr/> 32

## SOPHOMORE YEAR

BA 204-205	Principles of Economics I; II	6
DP 104	Computer Logic	3
DP 205	Business Programming — COBOL	3
DP 206	Computer Programming II	3
DP 210	Advanced Computer Systems	2
DP 203	Systems and Applications	3
EH	Literature	3
HH 101**	Perspectives on Healthful Living	2
MS 208	Statistics	3
SS 102*	Political Institutions	3
		<hr/> 31

\*PL 201 or HY 201 may be substituted.

\*\*HH 230 may be substituted.



# Data Processing

## COMPUTER SCIENCE (A.A.)

(Systems Engineering)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CY 101-102	General Chemistry I; II	7	
DP 102	Computer Theory	3	
DP 202	Computer Programming I	3	
EH 101-102	Freshman Communications	6	
EG 101	Engineering Graphics I	2	
EG 110	Engineering Problems & Orientation	1	
MS 204-205	Calculus I, II	6	
PE	Physical Education	2	
AT 110 or MC 110	Art Appreciation or Music Appreciation	3	
		<u>33</u>	

### SOPHOMORE YEAR

CY 103	General Chemistry III	4	
PH 205-206	General Physics with Calculus I, II	8	
MS 206	Calculus III	4	
DP 104	Computer Logic	3	
DP 206	Computer Programming II	3	
EH	Literature	3	
HH 101**	Perspectives on Healthful Living	2	
SS 101-102	Social Institutions; Political Institutions	6	
		<u>33</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## COMPUTER SCIENCE (A.A.)

(Scientific)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CY 101-102	General Chemistry I; II	7	
DP 102	Computer Theory	3	
DP 202	Computer Programming I	3	
EH 101-102	Freshman Communications	6	
PE	Physical Education	2	
BY 100	Principals of Biology	3	
BY 102	General Zoology Lecture	3	
BY 103	General Botany Laboratory	1	
MS 111-121	College Algebra; Trigonometry & Analytic Geometry	6	
		<u>34</u>	

### SOPHOMORE YEAR

CY 103	General Chemistry III	4	
PH 201-202	General Physics I; II	8	
DP 104	Computer Logic	3	
DP 206	Computer Programming II	3	
EH	Literature	3	
HH 101**	Perspectives on Healthful Living	2	
SS 101-102*	Social Institutions; Political Institutions	6	
		<u>29</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

**COMPUTER SCIENCE (A.A.)**

(Business Option)

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 or MC 110 ..	Art Appreciation or Music Appreciation .....	3	
BA 101-102 .....	Principles of Accounting I; II .....	6	
DP 102 .....	Computer Theory .....	3	
DP 104 .....	Computer Logic .....	3	
DP 202 .....	Computer Programming I .....	3	
EH 101-102 .....	Freshman Communications .....	6	
HH 101** .....	Perspectives on Healthful Living .....	2	
MS 111 .....	College Algebra .....	3	
SP 101 .....	Fundamentals of Speech .....	3	
PE .....	Physical Education .....	2	
		<hr/>	34

**SOPHOMORE YEAR**

BA 204-205 .....	Principles of Economics I; II .....	6	
DP 203 .....	Systems and Applications .....	3	
DP 205 .....	Business Programming — COBOL .....	3	
DP 206 .....	Computer Programming II .....	3	
EH .....	Literature .....	3	
	Science .....	7	
SS 101-102* .....	Social Institutions: Political Institutions .....	6	
		<hr/>	31

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*BA 204-205 considered Social Science for General Education purposes.

**COMPUTER OPERATOR (One Year Certificate Program)**

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BA 100 .....	Introduction to Business .....	3	
BA 101 .....	Principles of Accounting I .....	3	
BE 100 .....	Office Machines .....	2	
DP 100 .....	Introduction to Computers .....	3	
DP 102 .....	Computer Theory .....	3	
DP 104 .....	Computer Logic .....	3	
DP 202 .....	Computer Programming I .....	3	
DP 205 .....	Business Programming — OCBOL .....	3	
EH 101 .....	Freshman Communications .....	3	
MS 106 .....	General Education Math I .....	3	
PE .....	Physical Education .....	2	
		<hr/>	31

# Data Processing

## COURSE DESCRIPTIONS

### DP 100 INTRODUCTION TO COMPUTERS

An introduction to what computers are, how they are used, and how they affect everything from the average citizen up to and including how they affect big business. The course will focus on the topic of computer applications but will also include topics such as data representation, terminology, I/O devices, stored program concepts, and computer languages. 3-0-3\*

### DP 102 COMPUTER THEORY

An introductory course in the principles of the computer. It covers number theory, computer organization and machine language programming. The major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3\*

### DP 104 COMPUTER LOGIC

This course emphasizes the logical processes required for computer applications. Topics covered will include flow charting techniques, the algorithmic approach to problem solving and programming concepts of some problem-oriented computer language such as FORTRAN IV. 3-0-3\*

### DP 202 COMPUTER PROGRAMMING I

(Prerequisite: DP 102). This course will stress programming in the assembler language. It will also stress the use of subroutines and macros and introduce input and output control system programming. Disc and tape concepts will be used throughout. 2-2-3\*

### DP 203 SYSTEMS AND APPLICATIONS

A course which utilizes system analysis techniques for the solution of business data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\*

### DP 205 BUSINESS PROGRAMMING — COBOL

(Prerequisite: DP 102). This course introduces the COBOL language. It includes language structure and application relating to business programming. 2-2-3\*

### DP 206 COMPUTER PROGRAMMING II

(Prerequisite: DP 202). This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied, including monitors and operating systems with an introduction to the virtual memory operating system. 2-2-3\*

### DP 210 ADVANCED COMPUTER SYSTEMS

(Prerequisite: DP 202). This course illustrates the changes in computer concepts in both software and hardware. It illustrates principles relating to operating systems, language syntax, real time applications and micro-programming. Field trips to local installations will be arranged. 1-2-2\*

### DP 298 SPECIAL TOPICS IN DATA PROCESSING

(Prerequisite: Permission of instructor). This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\*



# Dental Health Services

**FACULTY:** Hutchins (Chairman), Hakucha (Asst. Chairman), Benedict, Bonvechio, Hayes, Krumm, Lindsay, MacPherson, Toomath, Trichler, Weisenborn.

**MAJORS:** Dental Hygiene, Dental Laboratory Technology, Dental Assisting.

**COURSE PREFIXES:** DA, DS, DT

## PROGRAMS:

### DENTAL HYGIENE (A.S.)

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to page 59 for the six admission requirements.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BY 151-152	Anatomy & Physiology I; II	3	3	
BY 156	Microbiology		3	
CY 100	Principles of Chemistry	3		
DS 102	Dental Anatomy	3		
DS 103	General & Oral Histology		2	
DS 104	Dental Radiology		2	
DS 106	Oral Hygiene	1		
DS 110-111-205	Clinical Dental Hygiene I, II, III	3	4	3
EH 101-102	Freshman Communications	3	3	
PY 201	General Psychology			3
		16	17	6

### SOPHOMORE YEAR

DS 105	Pharmacology	1		
DS 202	General & Oral Pathology	2		
DS 203	Public Health & Preventive Dentistry		1	
DS 206	Practice Administration		1	
DS 207	Dental Health Education	2		
DS 208	Clinical Observation		1	
DS 209	Laboratory to DS 208		1	
DS 210-215	Clinical Dental Hygiene IV, V	4	4	
HE 105	Nutrition for Dental Health			
	Services	3		
HH 101**	Perspectives on Healthful Living	3		
PE	Physical Education	1	1	
SP 101	Fundamentals of Speech		3	
SS 101-102*	Social Inst.; Political Inst.	3	3	
		16	17	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



DENTAL LABORATORY TECHNOLOGY (A.S.)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BA 100***	Introduction to Business		3	
DA 105	Elements of Dental Materials		3	
DS 102	Dental Anatomy & Physiology	3		
DT 100	Complete Denture Techniques I	4		
DT 101	Orientation & Terminology	1		
DT 102	Complete Denture Techniques II		4	
DT 103	Cast Inlay Techniques			2
DT 106	Partial Denture Technique I			2
EH 101-102 or 111	Freshman Communications; Communication Skills for the Technician	3	3	
PE	Physical Education	1	1	
HH 101**	Perspectives on Healthful Living	2		
		14	14	4

SOPHOMORE YEAR

CY 100-105	Principles of Chem.; Chemistry Lab	4		
DT 104	Crown & Bridge Technique I	5		
DT 107	Jurisprudence & Prof. Relations		1	
DT 110	Ceramic Techniques I		5	
DT 202	Special Prosthesis			2
DT 204	Crown & Bridge Technique II		4	
DT 206	Partial Denture Technique II	4		
DT 210	Ceramic Technique II			2
SS 101-102*	Social Inst.; Political Inst.	3	3	
		16	13	4

\*PL 201 or Hy 201 may be substituted for SS 102.  
\*\*HH 230 may be substituted.  
\*\*\*BA 211 may be substituted.

**DENTAL ASSISTING PROGRAM (Certificate Program)**

This course covers a period of two terms plus the first session of the Spring Term. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and proficiency is required for graduation.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
DA 100	Introduction to Dental Assisting	1		
DA 102	Preclinical Orientation	3		
DA 104	Related Dental Theory		3	
DA 105	Elements of Dental Materials		3	
DA 106	Dental Office Practice Management		3	
DA 108	Expanded Duties	2		
DA 109	Expanded Duties		2	
DA 110	Clinical Practice I	3		
DA 111	Clinical Practice II		3	
DA 112	Clinical Practice III			4
DS 102	Dental Anatomy	3		
DS 104	Dental Radiology	2		
EH 101	Freshman Communications	3		
SP 101	Fundamentals of Speech		3	
		<hr/> 17	<hr/> 17	<hr/> 4

**COURSE DESCRIPTIONS****DA 100 INTRODUCTION TO DENTAL ASSISTING**

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1\*

**DA 102 PRECLINICAL ORIENTATION**

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2-3-3\*

**DA 104 RELATED DENTAL THEORY**

Course designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\*

**DA 105 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3\*

**DA 106 DENTAL OFFICE PRACTICE MANAGEMENT**

Study of practice administration; the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections, and billing; also filing as pertaining to a patient recall system, history taking, charting, record filing, income and social security taxes and health insurance. 3-0-3\*

\*Lecture-Lab-Credit Hours

# Dental Health Services

## DA 108 EXPANDED DUTIES

This course will provide lecture and laboratory experience in additional duties permitted by Rules and Regulations of the Florida State Board of Dentistry. 1-3-2\*

## DA 109 EXPANDED DUTIES

This course is a continuation of DA 108. 1-3-2\*

## DA 110 CLINICAL PRACTICE I

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 1-6-3\*

## DA 111 CLINICAL PRACTICE II

Continuation of DA 110. 1-6-3\*

## DA 112 CLINICAL PRACTICE III

The dental assistant student will receive individual instruction in all phases of chairside assisting. This course also includes a supervised extern program utilizing the dental office. -08-4\*

## DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-2-3\*

## DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 2-0-2\*

## DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2\*

## DS 105 PHARMACOLOGY

The objectives of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1\*

## DS 106 ORAL HYGIENE

This course is designed as an introduction to the duties of the dental hygienist in oral hygiene care. Emphasis is placed on the preventive procedures which can be performed by the dental hygienist, and the patient, to decrease the incidence of oral disease. Included in the course is information on the composition, etiology, removal and prevention of soft deposits, hard deposits, and stains. The etiology of periodontal disease and dental caries will also be discussed. 1-0-1\*

## DS 110 CLINICAL DENTAL HYGIENE I

The objectives of this course are to instruct the student in the techniques of instrumentation and polishing of teeth utilizing the dental manikin and transferring the procedures to human patients. Instrument techniques must be mastered before a student may go on to clinical practice. This course also includes sterilization techniques, medical history procedures, fluoride theory, dental charting, instrument sharpening and general clinic procedures. 1-6-3\*

\* Lecture-Lab-Credit Hours

## **DS 111 CLINICAL DENTAL HYGIENE II**

(Prerequisite: A grade of "C" or above is required in Clinical Dental Hygiene courses DS 110, DS 111, DS 205, DS 210, DS 215). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 1-9-4\*

## **DS 202 GENERAL AND ORAL PATHOLOGY**

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

## **DS 203 PUBLIC HEALTH AND PREVENTIVE DENTISTRY**

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the Dental Hygienist in this field of practice. 1-0-1\*

## **DS 205 CLINICAL DENTAL HYGIENE III**

This course is a continuation of Clinical Dental Hygiene II. 1-6-3\*

## **DS 206 PRACTICE ADMINISTRATION**

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental hygiene history, and office procedures. 1-0-1\*

## **DS 207 DENTAL HEALTH EDUCATION**

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2\*

## **DS 208 CLINICAL OBSERVATIONS**

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. Also included is instruction in dental office emergencies. 1-0-1\*

## **DS 209 LABORATORY FOR DA 104 AND DS 208**

This course will provide laboratory experience in additional duties permitted by Rules and Regulations of the Florida State Board of Dentistry. 0-3-1\*

## **DS 210 CLINICAL DENTAL HYGIENE IV**

This course is a continuation of Clinical Dental Hygiene III. 1-9-4\*

## **DS 215 CLINICAL DENTAL HYGIENE V**

This course is a continuation of Clinical Dental Hygiene IV. 1-9-4\*

## **DT 100 COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\*

# Dental Health Services

## DT 101 ORIENTATION AND TERMINOLOGY

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1 \*

## DT 102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 2-6-4 \*

## DT 103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2 \*

## DT 104 CROWN AND BRIDGE TECHNIQUE I

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5 \*

## DT 106 PARTIAL DENTURE TECHNIQUES I

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2 \*

## DT 107 JURISPRUDENCE AND ETHICS

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1 \*

## DT 110 CERAMICS I

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5 \*

## DT 202 SPECIAL PROSTHESIS

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2 \*

## DT 204 CROWN AND BRIDGE TECHNIQUE II

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4 \*

## DT 206 PARTIAL DENTURE TECHNIQUES II

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4 \*

## DT 210 CERAMICS II

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1-3-2 \*

# Engineering Technology

**FACULTY:** Rader (Chairman), Austin, Book, Connell, Cooper, Hinckley, McCue

## MAJORS:

### ASSOCIATE DEGREE PROGRAMS (A.S.)

(Programs that can be completed at Palm Beach Junior College)

Aerospace Technology  
 Air Conditioning and Refrigeration Technology  
 Building Construction Management  
 Drafting and Design Technology  
 Electrical Distribution Technology  
 Electronics Technology  
 Fire Science Technology  
 Land Surveying

### CERTIFICATE PROGRAMS

(Programs that can be completed in less than two years at Palm Beach Junior College)

Air Conditioning and Refrigeration Specialist  
 Drafting Specialist  
 Surveyor's Aid

### COLLEGE PARALLEL PROGRAMS (A.A.)

Building Construction  
 Engineering (all branches)  
 Industrial Arts (Teacher)

**COURSE PREFIXES:** AC, AS, BI, BL, CL, DG, EG, EL, FS, ML, TM

### ASSOCIATE DEGREE PROGRAMS (A.S.):

#### AEROSPACE TECHNOLOGY (A.S.)

Successful completion of this program is designed to qualify students for a commercial pilot's license.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AS 101	Air Science	3	
AS 111	Propulsion Systems		3
AS 122	Preflight and Navigation		3
AS 132*	Flight-Basic	2	
AS 133	Flight-Private		3
EH 101-102	Freshman Communications	3	3
PE	Physical Education	1	1
SS 101	Social Institutions	3	
TM 103-104	Elementary Technical Math I; II	3	3
		<hr/> 15	<hr/> 16

\*Flying hours in excess of those required for completion of AS 132, AS 133, AS 232, AS 233.  
 A student who wishes to qualify for the FAA instrument rating should continue his program by enrolling in AS 234.

# Engineering Technology

## AEROSPACE TECHNOLOGY (A.S.) Cont'd

### SOPHOMORE YEAR

AS 201	Airborne Communications	3	
AS 211	Aerodynamics		3
AS 221	Air Transportation		3
AS 222	Advanced Air Navigation		3
AS 232	Flight-Commercial	3	
AS 233	Flight-Commercial		3
HH 101	Perspectives on Healthful Living		2
HH 103	Standard First Aid and Personal Safety	1	
HY 201*	U.S. History		3
PS 101-102	Physical Science I; II	3	4
		<hr/> 16	<hr/> 15

### SOPHOMORE YEAR

AS 201	Airborne Communications	3	
AS 221	Air Transportation	3	
AS 211	Aerodynamics	3	
AS 232	Flight - Commercial	3	
PS 101-102	Physical Science I; II	3	4
AS 222	Advanced Air Navigation		3
AS 233	Flight - Commercial		3
HY 201*	U.S. History		3
HH 101	Perspectives on Healthful Living		2
HH 103	Standard First Aid and Personal Safety	1	
		<hr/> 16	<hr/> 15

\*PL 201 or SS 102 may be substituted for HY 201.

## AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of theory and practice and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
AC 104	Essentials of Electricity	4	
AC 111	Principles of Refrigeration	3	
AC 112	Principles of Air Conditioning		3
AC 125	Refrig. Cycles and Systems		4
DG 108	Drafting for Air Conditioning		2
EH 101-102	Freshman Communications	3	3
ML 122	Air Conditioning Shop	3	
PE	Physical Education	1	1
TM 103-104*	Elementary Technical Math I; II	3	3
		<hr/> 17	<hr/> 16

\*MS 111 and 121 may be substituted for TM 103 and 104.



**AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.) Cont'd****SOPHOMORE YEAR**

AC 134	Heating and Ventilation		3
AC 211	Air Conditioning Systems	3	
AC 212	Commercial Refrigeration Systems	4	
AC 214	Control Systems for Refrigeration and Air Conditioning	4	
AC 222	Air Distribution and Layout	4	
AC 224	Planning of Air Conditioning Systems		4
AC 244	Refrigeration Equipment for Air Conditioning Systems		4
HH 103	Standard First Aid and Personal Safety	1	
HY 201	U.S. History to 1865		3
SS 101	Social Institutions		3
		<hr/>	<hr/>
		16	17

\*\*SS 102 or PL 201 may be substituted for HY 201.

**BUILDING CONSTRUCTION MANAGEMENT (A.S.)**

This Building Construction curriculum is designed for persons currently employed in the construction business who wish to advance themselves in the management area. A student who wishes a certificate rather than an Associate in Science Degree may do so by completing only the Building Construction courses and qualifying for the Building Construction Experience credit.

**Building Construction Courses**

COURSE	TITLE	SEMESTER HOURS	CREDIT
BC 163	Building Construction Plans Interpretation	2	
BC 164	Building Construction Estimating, Fundamentals	2	
BC 165	Building Construction Estimating, Advanced	2	
BC 166	Building Construction, Special Topics	2	
BC 167	Building Construction, Financing	2	
BC 180	Building Construction, Planning & Cost Control	2	
BC 181	Building Construction, Law	2	
BC 260	Building Construction, Insurance	2	
BC 261	Building Construction Methods	2	
BC 282	Building Construction Supervision	2	
BC 283	Building Construction Experience	4	
		<hr/>	<hr/>
		24	

**Additional Courses Required for A.S. Degree**

COURSE	TITLE	SEMESTER HOURS	CREDIT
CL 211	Surveying I	4	
DG 100	Introduction to Technical Drawing	2	
DG 206	Architectural Drafting	3	
EH 101-102	Freshman Communications	6	
HH 101	Perspectives on Healthful Living	2	
HH 103	First Aid	1	
ML 123	Materials of Construction	3	
PE	Physical Education	2	
PL 201*	American National Government	3	
PS 102	Physical Science, II	3	
SS 101	Social Institutions	3	
TM 103-104	Elementary Technical Math I, II	6	
		<hr/>	<hr/>
		38	

\*SS 102 or HY 201 may be substituted for PL 201.

# Engineering Technology

## DRAFTING AND DESIGN TECHNOLOGY (A.S.)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
CL 220	Surveying Drawing		2	
DG 112	Advanced Drafting			3
EG 101-102	Engineering Graphics I; II	2	3	
EH 101	Freshman Communications	3		
HH 103	Standard First Aid and Personal Safety	1		
ML 121	Manufacturing Processes		3	
PE	Physical Education	1		
PS 102	Physical Science II		4	
SS 101	Social Institutions	3		
TM 103-104*	Elementary Technical Math I; II	3	3	
	Elective	2		
		<u>15</u>	<u>15</u>	3

### SOPHOMORE YEAR

DG 204-205	Machine Drafting I; II		5	
DG 206	Architectural Drafting I	3		
DG 212	Technical Illustration	3		
EH 102	Freshman Communications		3	
HH 101**	Perspectives on Healthful Living		2	
ML 123	Construction Materials	3		
ML 210	Industrial Relationships		3	
ML 221	Properties & Testing of Materials	4		
PE	Physical Education		1	
PL 201	American National Government	3		
		<u>16</u>	<u>14</u>	

\*MS 111 and 121 may be substituted for TM 103 and 104.

\*\*HH 230 may be substituted.

## ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
DG 110	Electrical Drafting		2
EH 101-102	Freshman Communications	3	3
EL 101-102	DC Circuits; AC Circuits	6	6
HH 103	Standard First Aid and Persons Safety		1
PE	Physical Education		1
SS 101	Social Institutions	3	
TM 103-104**	Elementary Technical Math I; II	3	3
		<u>16</u>	<u>16</u>

\*\*MS 100 may be taken by students not testing into TM 103-104.

## ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.) Cont'd

## SOPHOMORE YEAR

CL 211	Surveying		4
EL 203	DC Machines	3	
EL 204	AC Machines		3
EL 205	Servo-Mechanisms and Instrumentation	3	
EL 222	Power Transmission		3
HH 101*	Perspectives on Healthful Living		2
ML 221	Properties & Testing of Materials	4	
PH 201-202	General Physics I; II	4	4
SS 102**	Political Institutions	3	
		17	16

HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted.

## ELECTRONICS TECHNOLOGY (A.S.)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
DG 110	Electrical Drafting		2
EH 101-102	Freshman Communications	3	3
EL 101-102	DC Circuits; AC Circuits	6	6
HH 103	Standard First Aid and Personal Safety		1
PE	Physical Education	1	1
SS 101	Social Institutions	3	
TM 103-104****	Elementary Technical Math I; II	3	3
		16	16

## SOPHOMORE YEAR

EL 201-220**	Advanced Electricity I; Logic Circuits	4	4
EL 211-212***	Electronics I; II	6	6
EL 214***	Electronics Systems		3
SS 102*	Political Institutions	3	
	Electives****	4	4
		17	17

PL 201 or HY 201 may be substituted for SS 102.

\*\*EL 203, 204 and 205 (offered in evening) a sequence equivalent to EL 201.

\*\*\*EL 215, 216, 218 and 219 (Offered in evening) a sequence equivalent to EL 211, 212 and 214.

\*\*\*\*PH 201, 202, CY 101, 102 or MS 204, 205 must be elected.

\*\*\*\*\*MS 111 and 121 may be substituted for TM 103-104.

# Engineering Technology

## FIRE SCIENCE TECHNOLOGY (A.S.)

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science degree may do so by completing only the Fire Science Technology courses.

### Fire Science Courses

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
FS 101	Introduction to Fire Science Technology	3	
FS 102	Fire Prevention	3	
FS 103	Fire Apparatus and Equipment	3	
FS 104	Fire Hydraulics	3	
FS 201	Related Fire Codes and Ordinances	3	
FS 203	Building Construction for Fire Protection	3	
FS 204	Fire Administration	3	
FS 212	Fire Investigation and Arson Detection	3	
		24	

### Additional Courses Required for A.S. Degree

CY 100	Principles of Chemistry	3	
DG 100	Introduction to Technical Drawing	2	
EH 101	Freshman Communications	3	
EH	Freshman Communications	3	
HH 101***	Perspectives on Healthful Living	2	
HH 103****	Standard First Aid and Persons Safety	1	
LC 101	The Art of Thinking	3	
MS 106*	General Education Math I	3	
PL 202	American State and Local Government	3	
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
SS 101	Social Institutions	3	
SS 102**	Political Institutions	3	
PE	Physical Education	2	
	Elective	3	
		40	

\*MS 100 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*HH 230 may be substituted.

\*\*\*\*A student holding a first Aid Instructor's Course certificate may substitute an elective for HH 103.





### LAND SURVEYING (A.S.)

The land surveying program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CL 211	Surveying I	4	
CL 214	Electronic and Geodetic Surveying		3
CL 220	Surveying Drawing		2
DG 100*	Introduction to Technical Drawing	2	
EH 101-102	Freshman Communications	3	3
HH 103	Standard First Aid and Personal Safety		1
PE	Physical Education		1
SS 101	Social Institutions	3	
TM 103-104**	Elementary Technical Mathematics I; II	3	3
	Elective		3
		15	16

#### SOPHOMORE YEAR

CL 212	Surveying II	4	
CL 213	Surveying III		4
CL 221	Subdivisions		3
CL 230	Topography and Mapping	3	
CL 231	Photogrammetry	3	
CL 260	Legal Aspects of Surveying	3	
CL 270	Land Surveys and Descriptions		3
PE	Physical Education		1
SS 102***	Political Institutions	3	
	Elective****		4
		16	15

\*For those with previous drawing experience EG 101 is required.

\*\*MS 110 or higher math course may be substituted for TM 103; 104.

\*\*\*PL or HY 201 may be substituted for SS 102.

\*\*\*\*BA 101 or BA 207 must be chosen.

# Engineering Technology

## CERTIFICATE PROGRAMS:

### AIR CONDITIONING AND REFRIGERATION SPECIALISTS (Certificate Program)

A program designed to provide a broad background in air conditioning theory and practice.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AC 104	Essentials of Electricity	4	
AC 111	Principles of Refrigeration	3	
AC 112	Principles of Air Conditioning	3	
AC 125	Refrigeration Cycles	4	
AC 211, AC 134*	A.C. Systems; Heating and Ventilating	3	
BA 100 or BA 211*	Business, Business Management	3	
DG 100, DG 108*	Drafting	2	
EH 101, MS 100, TM 103*	Math; English	3	
HH 103	Standard First Aid and Personal Safety	1	
ML 122	Air Conditioning Shop	3	
		<hr/>	29

\*This choice to be given in relation to student's goal.

#### DRAFTING SPECIALIST

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CL 220	Surveying Drawing	2	
DG 110	Electrical Drafting	2	
DG 112	Advanced Drafting	3	
EG 101	Engineering Graphics I	2	
EG 102	Engineering Graphics II	3	
HH 103	Standard First Aid and Personal Safety	1	
ML 121	Manufacturing Processes	3	
ML 221	Properties and Testing of Materials	4	
TM 103	Elementary Technical Mathematics I	3	
TM 104	Elementary Technical Mathematics II	3	
		<hr/>	26

#### SURVEYOR'S AID

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CL 211	Surveying I	4	
CL 212	Surveying II	4	
CL 220	Surveying Drawing	2	
DG 100	Introduction to Technical Drawing	2	
HH 103	Standard First Aid and Personal Safety	1	
TM 103	Elementary Technical Mathematics I	3	
TM 104	Elementary Technical Mathematics II	3	
		<hr/>	19

**COLLEGE PARALLEL PROGRAMS (A.A.)****BUILDING CONSTRUCTION (A.A.)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 110 or	Art Appreciation	3	
MC 110	Music Appreciation (3)		
DP 102	Computer Theory	3	
EG 101	Engineering Graphics I		2
EH 101-102	Freshman Communications	3	3
EH 110	Technical Writing		3
HH 101*	Perspectives on Healthful Living		2
MS 111	College Algebra	3	
MS 121	Trigonometry and Analytic Geometry		3
PE	Physical Education	1	1
SS 101	Social Institutions	3	
		16	14

**SOPHOMORE YEAR**

BA 101	Principles of Accounting I	3	
DG 206	Architectural Drafting	3	
EH	Literature		3
ML 123	Construction Materials	3	
ML 261	Construction Mechanics		3
MS 204	Calculus I		3
PH 201-202	General Physics I; II	4	4
SS 102**	Political Institutions		3
	General Education Electives		3
		16	16

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted.

**ENGINEERING (A.A.)**

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CY 101-102	General Chemistry I, II	3	4
EG 101-102	Engineering Graphics I, II	2	3
EG 110	Engineering Problems and Orientation	1	
EH 101-102	Freshman Communications	3	3
MS 121	Trigonometry and Analytic Geometry	3	
MS 204	Calculus I		3
SS 101	Social Institutions	3	
SS 102*	Political Institutions		3
		15	16

\*PL 201 or HY 201 may be substituted.

# Engineering Technology

## ENGINEERING (A.A.) Cont'd

### SOPHOMORE YEAR

AT 110	Art Appreciation		3
or			
MC 110	Music Appreciation	(3)	
CY 103	General Chemistry III		4
EH	Literature		3
HH 101**	Perspectives on Healthful Living		2
MS 205-206	Calculus II; III		4
PE	Physical Education		1
PH 205-206	General Physics with Calculus I; II		4
	Elective***		3
			<hr/>
			15
			17

\*\*HH 230 may be substituted.

\*\*\*MS 210 is recommended as an elective.

## INDUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
EG 101-102	Engineering Graphics I, II	2	3
EH 101-102	Freshman Communications	3	3
HH 101*	Perspectives on Healthful Living		2
HY 201	U.S. History to 1865		3
MS 111-121	College Algebra; Trigonometry	3	3
PE	Physical Education	1	1
SP 101	Fundamentals of Speech		3
SS 101	Social Institutions	3	
		<hr/>	<hr/>
		15	18

### SOPHOMORE YEAR

AT 121	Graphic Arts I	3	
DG 206	Architectural Drafting	3	
EH	Literature		3
ML 123	Construction Materials	3	
PH 201-202**	General Physics I; II	4	4
PY 201	General Psychology		3
	General Education Electives***	3	6
		<hr/>	<hr/>
		16	16

\*HH 230 may be substituted.

\*\*BY 100-105 may be substituted.

\*\*\*Suggested electives: AT 105-106, BE 105, EN 101, LC 101, PY 202



## COURSE DESCRIPTIONS

### AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-2-4\*

### AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-0-3\*

### AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3\*

### AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 104, AC 111). Theory of operation of domestic and commercial refrigeration equipment. 3-2-4\*

### AC 134 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of domestic and commercial components. 3-0-3\*

### AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112). A Study of the various types of air conditioning systems and their applications. 3-0-3\*

### AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125). Commercial refrigeration systems and their related technical fields. 3-2-4\*

### AC 214 CONTROL SYSTEMS FOR REFRIGERATION

(Prerequisite: AC112, AC 125). Design, selection, application, and troubleshooting of refrigeration and air conditioning systems. 3-2-4\*

### AC 222 AIR DISTRIBUTION AND LAYOUT

(Prerequisite: AC 112, DG 108). Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-4-4\*

### AC 224 PLANNING OF AIR CONDITIONING SYSTEMS

Practice in planning and estimating various types of air conditioning systems. 3-2-4\*

### AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 3-2-4\*

### AS 101 AIR SCIENCE

A familiarization course to acquaint the student with the design and function of the airplane, the theory of flight, flight control agencies, rules of the air, aero-medicine, and a survey of the achievements in manned flight. This course offers information for the successful completion of the written examination for the private pilot's certificate. 3-0-3\*

### AS 111 PROPULSION SYSTEMS

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\*

# Engineering Technology

## AS 122 PREFLIGHT AND NAVIGATION

(Prerequisite: AS 101) A study of theory of flight, navigation, weather, aircraft operation and fundamentals of air traffic control. An introduction to the use of manuals and aids to the airman are stressed. This course offers information for the successful completion of the written examination for the commercial pilots certificate. 3-0-3\*

## AS 132 FLIGHT – BASIC

(Co-requisite AS 101). A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1-2-2\*

## AS 133 FLIGHT – PRIVATE

(Prerequisite: AS 132). A continuation of Flight – Basic. This course is designed so that the requirements for the Private Pilot's Certificate may be successfully completed. The 48 hours of instruction will include 22 hours of dual flight instruction, 15 hours of solo flight, 3 hours of link trainer and 8 hours of oral briefing by the flight instructor. 1-4-3\*

## AS 201 AIRBORNE COMMUNICATIONS

(Prerequisite: AS 101). A study of the fundamentals of radio and the electronic aids used by the pilot including radio, radar, VHF Omni, direction range (VDR), (ILS), (GCA), and the manuals and guides for the airman. 3-0-3\*

## AS 211 AERODYNAMICS

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\*

## AS 221 AEROSPACE AND AIR TRAVEL

(Prerequisite: AS 132). A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\*

## AS 222 ADVANCED AIR NAVIGATION

A study of the elements of air navigation, including the construction and characteristics of maps and charts, chart reading, and navigation system currently available for use by aviation pilots. Concepts involved in celestial, pressure, grid, radar, and radio navigation are studied for understanding of principles of operation rather than technique of application. 3-0-3\*

## AS 232 FLIGHT – COMMERCIAL I

(Prerequisite: AS 133). This is the first of two flying courses leading to the Commercial Pilot's Certificate. A total of 30 hours dual instruction, 50 hours solo flying time and 40 hours of oral instruction, will be given. 1-4-3\*

## AS 233 FLIGHT – COMMERCIAL II

(Prerequisite: AS 232). The second half of the flying course leading to the Commercial Pilot's Certificate. Each student will log a total of 30 hours dual instruction, 50 hours of solo time, and 40 hours of oral instruction and briefing. The instructor will schedule the student for the FAA examination for Commercial Pilot's Certificate upon completion of the course. 1-4-3\*

## AS 234 FLIGHT – INSTRUMENT

(Prerequisite: AS 233.) This course prepares the student for the FAA Instrument Pilot Rating. A total of 20 hours dual instruction, 10 hours link trainer and 20 hours oral instruction will be required for completion. 1-4-3\*

## **BC 111 PROJECT LAYOUT**

A study of the elementary theory and practice of plane surveying including taping, differential and profile leveling, cross sectioning, earthwork computing; and transit, stadia, and transit-tape surveying. 2-2-3\*

## **BC 163 BUILDING CONSTRUCTION PLANS INTERPRETATION**

Develops the student's ability to quickly interpret working drawings. Emphasis is on architectural and structural details with limited coverage on mechanical and electrical aspects. 2-0-2\*

## **BC 164 BUILDING CONSTRUCTION ESTIMATING FUNDAMENTALS**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Development of a simple estimate for a residential structure. 2-0-2\*

## **BC 165 BUILDING CONSTRUCTION ADVANCED ESTIMATING**

(Prerequisite: BC 164) Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 2-0-2\*

## **BC 166 BUILDING CONSTRUCTION SPECIAL TOPICS**

An introductory survey course for the student presently working in the building construction industry desiring to commence formal study. Subjects discussed include analysis of the building construction industry, building and safety codes, plan interpretation, construction specifications, estimating, management, human relations, job opportunities, wage scales, profits, and short and long range opportunities. 2-0-2\*

## **BC 167 BUILDING CONSTRUCTION FINANCING**

A study of building construction financing and related contract requirements; topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provisions, cost extras, performance and bid bonds, company profits, cash flow, and business loans. 2-0-2\*

## **BC 180 BUILDING CONSTRUCTION PLANNING AND COST CONTROL**

A study of time-cost relationship for various building construction operations. Includes preplanning and continuous scheduling of work flow and comparative analysis of actual and estimated costs for construction projects. 2-0-2\*

## **BC 181 BUILDING CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and sub-contractor; materialmen and mechanics lien law; bonds; labor law; and other statutes and ordinances regulating contractors. 2-0-2\*

## **BC 260 BUILDING CONSTRUCTION INSURANCE**

Examines the different types of insurance required by law or contract for building construction projects and personnel engaged thereon; i.e., casualty, liability, and products insurance; workmen's compensation; and unemployment compensation. Also covers employee benefits and additional insurance available; i.e., group life and hospitalization, paid vacation, retirement benefits, profit-sharing programs, etc. 2-0-2\*

## **BC 261 BUILDING CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 2-0-2\*

# Engineering Technology

## BC 282 BUILDING CONSTRUCTION SUPERVISION

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentives as encountered in building construction. 2-0-2\*

## BC 283 BUILDING CONSTRUCTION EXPERIENCE

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 2-0-2\*

## BI 165 PRINCIPLES OF CODES AND CODE ADMINISTRATION

This course is an overview of the several codes which relate to the building trades. Special attention will be given to their relationship to the responsibility of a building inspector. 3-0-3\*

## CL 211 SURVEYING I

Introduction to the profession of land surveying and the field measurement techniques involved; use and construction of the surveyor's transit; taping techniques; leveling; elementary computations dealing with angles, bearings, right triangle trig, and horizontal curves; notekeeping. 2-4-4\*

## CL 212 SURVEYING II

(Prerequisite: CL 211 or suitable experience). A study of field techniques and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of type points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations. 2-4-4\*

## CL 213 SURVEYING III

(Prerequisite: CL 212 or suitable experience). A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area by D.M.D. and coordinates; partitioning problems; intersection problems (line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis. 2-4-4\*

## CL 214 ELECTRONIC AND GEODETIC SURVEYING

(Prerequisite: CL 211 or suitable experience). A study of electronic distance measurements and geodetic techniques in surveying, theory, construction and use of electronic measuring devices (geodimeter, tellurometer, ranger-laser, Hewlett-Packard, and others) applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent. 3-0-3\*

## CL 220 SURVEYING DRAWING

(Prerequisite: CL 211 and DG 100 or suitable experience). An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\*

## CL 221 SUBDIVISIONS

(Pre- or Co-requisites: CL 220 and CL 213; or suitable experience). A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; current plat laws and regulations. 3-0-3\*

## CL 230 TOPOGRAPHY AND MAPPING

(Prerequisite: CL 211 and CL 220 or suitable experience). A study of the field and drafting techniques of map construction; control surveys, detail surveys, transit-tape, transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques. 2-3-3\*

## **CL 231 PHOTOGRAMMETRY**

(Prerequisites: CL 211 or suitable experience). A study of the geometrical characteristics of photographs and photogrammetric equipment: flight planning and control; photogrammetric measurements; rectification; radial line plotting; parallax measurements; stereo plotter operation. 3-0-3\*

## **CL 260 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: CL 211 or suitable experience). A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer; resurveys; subdivision plats; surveyor in court; water boundaries. 3-0-3\*

## **CL 270 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: CL 260 and CL 212 or suitable experience.) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.) 3-0-3\*

## **CL 290 TECHNICAL PROBLEMS**

(Prerequisites: CL 212, CL 220, CL 231; or suitable experience.) A guided self study into a specialty area of land surveying. Student has an option of — stereo plotter operation, advanced drafting, control surveys and adjustments, sectional surveys, computer programming of surveying problems, or other approved specialties. 3-0-3\*

## **DG 100 INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\*

## **DG 108 DRAFTING FOR AIR CONDITIONING**

This course is designed to give students of the air conditioning technology program a basic knowledge of architectural structure and drawing surface developments for ductwork, and electrical schematics. 1-3-2\*

## **DG 110 ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chasis. 1-3-2\*

## **DG 112 ADVANCED DRAFTING**

(Prerequisite: EG 102). This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields such as machine drawing, sheetmetal, structural, welding and piping drafting. 1-5-3\*

## **DG 204 MACHINE DRAFTING I**

(Prerequisite: EG 102) A study of principles, practices and standards of machine drafting as applied to power transmission. Topics include: Basic Drive Units, Couplings, Bearings, Seals, Cams, Linkages, Actuators and Fluid Power. Industrial catalogs and publications are used in design problems. 1-3-2\*

## **DG 205 MACHINE DRAFTING II**

(Co-requisite or prerequisite: DG 204). A study of principles, practices, and standards of machine drafting as applied to industrial forming processes. Topics include: Review of Metals, Plastics and Forming Processes; Jig and Fixture Design; Die Design; and Gauges. Industrial source materials are used in original design problems. 1-5-3\*

# Engineering Technology

## DG 206 ARCHITECTURAL DRAFTING

(Prerequisite: DG 100 or EG 101 or equivalent; co-requisite: ML 123). Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\*

## EG 101 ENGINEERING GRAPHICS I

Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course deals with the study of spatial relations, and analysis of points, lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1-3-2\*

## EG 102 ENGINEERING GRAPHICS II

(Prerequisite: or co-requisite: EG 101). This course is the application of the principles learned in EG 101, for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, and charts and graphs are also included. 1-5-3\*

## EG 110 ENGINEERING PROBLEMS AND ORIENTATION

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

## EG 201 HISTORY OF TECHNOLOGY I (Institutional Credit Only)

Offered subject to permission of department chairman. This independent study course acquaints the student with the creative forces which man has developed to control his environment. 1-0-1\*

## EG 202 HISTORY OF TECHNOLOGY II (Institutional Credit Only)

(Prerequisite: EG 201) Offered subject to permission of department chairman. This independent study course familiarizes the student with a number of transportation devices which have contributed to man's progress through the ages. 1-0-1\*

## ED 101 ELECTRICITY AND MAGNETISM

This course stresses a step-by-step development of principles to aid students in gaining a sound understanding of electric circuit behavior. The purpose is to approach the topics for discussion on a qualitative level before leading the student into extensive mathematical relationships. Topics and parallel circuits, capacitance, inductance, reactance and both DC and AC measurements. These measurements are stressed in laboratory. 5-2-6\*

## EL 102 CIRCUIT ANALYSIS

(Prerequisite: EL 101) This course is a study which enables the student to derive network techniques from an understanding of electrical principles. The purpose is to enable the student to examine and evaluate various methods of network analysis and permit qualitative examination of circuit behavior. Topics include vector algebra, vector diagrams, Kirchoff's law application to DC and AC circuits, and polyphase circuits. Electrical instruments and measurements are stressed in laboratory. 5-2-6\*

## EL 201 ADVANCED ELECTRICITY

(Prerequisite: EL 102). This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analysis geometry, differential and integral calculus as applicable to electrical problems. 3-2-4\*

## EL 203 D.C. MACHINES I

(Prerequisite: EL 101). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes

the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

## **EL 204 A.C. MACHINES I**

(Prerequisite: EL 102). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

## **EL 205 SERVO-MECHANISMS AND INSTRUMENTATION**

(Prerequisite: EL 102). A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3\*

## **EL 211 ELECTRONICS I**

(Prerequisite: EL 102). This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6\*

## **EL 212 ELECTRONICS II**

(Prerequisite: EL 211). This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6\*

## **EL 214 ELECTRONICS SYSTEMS**

(Prerequisite: EL 211; co-requisite: EL 212). This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local plants are arranged. 3-0-3\*

## **EL 215 DIGITAL TRANSISTOR CIRCUITS**

(Prerequisite: EL 101). This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of their manufacturing methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## **EL 216 LINEAR TRANSISTOR CIRCUITS**

(Prerequisite: EL 102). A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilizations, parameter measurement, matrix algebra, computations of transistor circuits, feedback networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## **EL 218 ELECTRO-MAGNETIC TRANSMISSION**

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 211, 212, and 214. 3-0-3\*

## **EL 219 ELECTRONIC CIRCUITS**

(Prerequisite: EL 216). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## **EL 220 LOGIC CIRCUITS**

(Prerequisites: EL 101, or MS 121). This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits – bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4\*

# Engineering Technology

## EL 221 DIAGNOSTIC PROGRAMMING

(Co-requisite: EL 220). A continuation of EL 220 with emphasis on "trouble-shooting" malfunctions of an electronic computer. 3-0-3\*

## EL 222 POWER TRANSMISSION

(Prerequisite: EL 201 or EL 203 and EL 204). This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, Sub-station, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\*

## EL 223 MICROWAVES

(Prerequisite: EL 102). The theory and basic components and systems of microwaves and transmission lines including: Wave guides, coaxial lines, tees, couplers, cavities, filters, antennas. Microwave, tubes, microwave measurement, and an introduction to pulse radar. (Not open to students who are enrolled or have completed EL 211, 212, and 214.) 3-0-3\*

## FS 101 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and function of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

## FS 102 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

## FS 103 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection 3-0-3.\*

## FS 104 FIRE HYDRAULICS

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

## FS 201 RELATED FIRE CODES AND ORDINANCES

(Prerequisite: FS 102). Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

## FS 203 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

## FS 204 FIRE ADMINISTRATION

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3\*

## FS 212 FIRE INVESTIGATION AND ARSON DETECTION

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary). This course outlined to cover; detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedure. 3-0-3\*

## ML 121 MANUFACTURING PROCESSES

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through



lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\*

## **ML 122 AIR CONDITIONING SHOP**

This course covers laboratory training in the use of basic hand and machine tools used by the trade. Measurement layout and fabrication of duct components with various connection methods including welding, folding and riveting. Metal and fiber board ducting practices are covered along with sweat and screw pipe methods. 2-2-3\*

## **ML 123 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: DG 206). Sources, properties, and uses of construction materials. 3-0-3\*

## **ML 210 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

## **ML 221 PROPERTIES AND TESTING OF MATERIALS**

(Prerequisite: MS 121). Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\*

## **ML 261 CONSTRUCTION MECHANICS**

(Prerequisite: PH 201; co-requisite MS 204). The study of external forces, thrust analysis and geometric properties of members as applied to the design of structure. 3-0-3\*

## **TM 103 ELEMENTARY TECHNICAL MATHEMATICS I**

This course and TM 104 Elementary Technical Mathematics II form a sequence to be offered to those Technology majors who do not qualify for MS III. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

## **TM 104 ELEMENTARY TECHNICAL MATHEMATICS II**

(Prerequisite: TM 103 or MS 101 or MS 100). This is the second course of the sequence offered to those Technology majors who do not qualify for MS III. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the j-operator, inverse trigonometric functions, bi-nominal expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

# ***Law Enforcement, Corrections, Security and Loss Prevention***

**FACULTY:** Tuttle (Chairman), Lachance, Macy.

**MAJORS:** Law Enforcement, Corrections, Security and Loss Prevention

**COURSE PREFIXES:** CO; PO; SE

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for police which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, Security, and Criminal Justice career fields are open to the graduate of the types of police, corrections, and security programs listed below.

## **LAW ENFORCEMENT (A.S.)\***

These courses of study are open to both men and women students and provide the necessary preparation for beginning employment in various criminal justice fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The programs, as outlined below, lead to graduation with an Associate in Science degree in Law Enforcement.

### **FRESHMAN YEAR**

<b>COURSE</b>	<b>TITLE</b>	<b>SEMESTER HOURS CREDIT</b>
EH 101-102 . . . . .	Freshman Communications . . . . .	6
PO 100 . . . . .	Introduction to Law Enforcement and Criminal Justice . . . . .	3
PO 101-102 . . . . .	Police Administration I, II (Pol. Ops.) . . . . .	6
PO 205 . . . . .	Laws of Evidence . . . . .	3
or		
PO 207 . . . . .	Juvenile Delinquency . . . . .	(3)
	Science . . . . .	3-4
SP 101 . . . . .	Fundamentals of Speech . . . . .	3
SS 101 . . . . .	Social Institutions . . . . .	3
MS 106 . . . . .	General Education Math . . . . .	3
		<u>30-31</u>

\*SPECIAL NOTE: Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities. Any substitution of courses for the Law Enforcement degree or certificate program must be approved by the department chairman.

SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
HH 101 *	Perspectives on Healthful Living	2	
HH 103	Standard First Aid and Personal Safety	1	
PE	Physical Education	2	
PL 201 **	American National Government	3	
PL 202	American State and Local Government	3	
PL 202	Criminal Investigation	3	
PO 203	Law of Arrest, Search and Seizure	3	
PO 204	Criminal Law	3	
PY 201	General Psychology	3	
SS 210	American Social Problems	3	
	Electives ***	6	
		<u>32</u>	

\*HH 230 may be substituted.

\*\*SS 102 may be substituted.

\*\*\*Recommended Electives: SH 101, 102, HY 201-202, LC 101, AT 110, MC 110, PY 202, PY 203, SS 201, EH 110, PS 101, BY 101, CY 101.



LAW ENFORCEMENT CERTIFICATE PROGRAM

The Law Enforcement Certificate Program is established for the professional development of those persons associated with police related duties. This program will assist active police/security officers to achieve practical knowledge of the administration and operation of a modern police agency and to comply with promotional criteria as established by the police agency.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
PL 201	American National Government	3	
PO 100	Introduction to Law Enforcement		
	and Criminal Justice	3	
PO 101-102	Police Administration I & II	6	
PO 202	Criminal Investigation	3	
PO 203	Laws of Arrest, Search and Seizure	3	
PO 204	Criminal Law	3	
PY 201	General Psychology	3	
SS 101	Social Institutions	3	
SS 210	American Social Problems	3	
		<u>30</u>	

(PO 205, PO 206, PO 207, PO 208, CO 101, CO 201 may be substituted for any of the above PO courses in the degree or certificate program.)

# Law Enforcement

## CORRECTIONS (A.S.)\*\*

This program provides a solid approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with police and law enforcement agencies in the total administration of criminal justice.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 100	Introduction to Corrections	3	
CO 101	Administration of Criminal Justice	3	
EH 101-102	Freshman Communications	6	
MH 100	Introduction to Mental Health Technology	3	
PE	Physical Education	2	
PL 201***	American National Government	3	
PO 100	Introduction to Law Enforcement and Criminal Justice	3	
PS 101	Survey of Physical Science I	3	
SS 101	Social Institutions	3	
SS 210	American Social Problems	3	
		32	

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 200	Principles of Probation and Parole	3	
CO 201	Management and Supervision in the Criminal Justice Field	3	
CO 202	Correction Facility Organization & Operations	3	
HH 101*	Perspectives of Healthful Living	2	
HH 103	Standard First Aid and Personal Safety	1	
MH 101	Principles of Group Dynamics	3	
MH 103	Interviewing and Recording	3	
PO 204	Criminal Law	3	
PY 201	General Psychology	3	
PY 202	Personality Development	3	
SP 101	Fundamentals of Speech	3	
		30	

\*JJ 230 may be substituted.

\*\*SPECIAL NOTE: Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities.

Any substitutions of courses for the Corrections Degree or Certificate Program must be approved by the department chairman.

\*\*\*SS 102 or HY 201 may be substituted.



**CORRECTIONS CERTIFICATE PROGRAM**

The Corrections Certificate Program is established for the professional development of those persons associated with confinement and rehabilitation of prisoners. This program will assist Correctional Officers to achieve Practical and technical knowledge of the administration and operations of a modern confinement facility.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 100	Introduction to Corrections	3	
CO 101	Administration of Criminal Justice	3	
CO 200	Principles of Probation and Parole	3	
CO 202	Correction Facility Organization and Operations	3	
EH 101	Freshman Communications	3	
MH 103	Interviewing and Recording	3	
PO 100	Introduction to Law Enforcement and Criminal Justice	3	
PO 204	Criminal Law	3	
SS 101	Social Institutions	3	
SS 210	American Social Problems	3	
		<hr/>	30

(CO 201 Management and Supervision in the Criminal Justice Field may be substituted for any of the above courses.)

**SECURITY AND LOSS PREVENTION**

A fully integrated approach to Security Education has been developed in this program. This approach embraces many facets of the academic community with a primary objective of developing an inter-disciplinary curriculum oriented to the total concept of loss prevention management. Security is not law enforcement but it augments, overlaps and assists proper law enforcement efforts. Security attempts to provide protection against all forms of losses due to man-made, natural or environmental hazards. It also attempts to prevent all unlawful events from occurring to nations, states, municipalities, corporations, businesses and individuals. Its main goal is to provide protection against all forms of losses.

**SECURITY (A.S.)**

These courses of study are open to both men and women students and provide the necessary preparations for beginning employment in various personnel, physical and industrial security agencies. Courses are conducted in both day and evening classes. The programs, as outlined below, lead to graduation with an Associate in Science degree in Security and Loss Prevention.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 101	Administration of Justice	3	
EH 101-102-110	Freshman Communications	6	
HH 104	Standard First Aid and Personal Safety	1	
MH 103	Interviewing and Recording	3	
PE 216	Self Defense	1	
PY 201	General Psychology	3	
SE 100	Introduction to Security	3	
SE 101	Security Administration	3	
SS 101	Social Institutions	3	
SS 102*	Political Institutions	3	
	Science	3	
		<hr/>	32

\*PL 201 or HY 201 may be substituted.

## Law Enforcement

### SECURITY (A.S.) Cont'd

#### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 201	Management & Supervision in Criminal Justice Field		3
FS 102	Fire Prevention		3
HH 101	Perspectives on Healthful Living		2
PE	Physical Education		1
PO 202	Criminal Investigation		3
PO 204	Criminal Law		3
SE 102	Principles of Loss Prevention		3
SE 104	Special Security Problems		3
SE 105	Security Education		3
SP 101	Fundamentals of Speech		3
SS 210	Social Problems		3
			<hr/> 30

(Any substitute in the above courses must be approved by the department chairman.)

#### SECURITY AND LOSS PREVENTION CERTIFICATE PROGRAM

The Security Certificate Program is established for the professional development of those persons associated with physical and industrial security plants, and with personnel security functions. This program will assist security personnel to achieve practical and technical knowledge of the administration and operation of a personnel, physical and industrial agency.

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
CO 101	Administration of Justice		3
CO 201	Management & Supervision in Criminal Justice Field		3
FS 102	Fire Prevention		3
HH 103	Standard First Aid and Personal Safety		1
MH 103	Interviewing and Recording		3
PE 216	Self Defense		1
PO 202	Criminal Investigation		3
PO 204	Criminal Law		3
SE 100	Introduction to Security		3
SE 101	Security Administration		3
SE 102	Principles of Loss Prevention		3
SE 103	Security Report Writing		2
SE 104	Special Security Problems		3
SE 105	Security Education		3
			<hr/> 37

(PO 205, PO 207, PO 100, PO 203 may be substituted for any of above PO or CO courses upon permission of department chairman.)

## COURSE DESCRIPTIONS

### CO 100 INTRODUCTION TO CORRECTIONS

An examination of the total correctional process from law enforcement through the administration of justice, probations, prisons, and correctional institutions, and parole. History and philosophy of correctional practice is surveyed. 3-0-3\*

### CO 101 ADMINISTRATION OF CRIMINAL JUSTICE

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\*

### CO 200 PRINCIPLES OF PROBATION AND PAROLE

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies used in the pre-sentence investigation (PSI) will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3\*

### CO 201 MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3-0-3\*

### CO 202 CORRECTION FACILITY ORGANIZATION AND OPERATION

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\*

### PO 100 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\*

### PO 101 POLICE ADMINISTRATION I

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\*

### PO 102 POLICE ADMINISTRATION II (Prior to 1971 was Police Administration II, Police Operations, or Patrol Operations)

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\*

### PO 202 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\*

### PO 203 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and

## **Law Enforcement**

procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\*

### **PO 204 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*

### **PO 205 LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\*

### **PO 206 INTRODUCTION TO CRIMINALISTICS**

(Co. or Prerequisite PO 202 or PO 205). A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\*

### **PO 207 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of Juvenile Delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church, and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\*

### **PO 208 ISSUES IN CRIMINAL JUSTICE**

This course is designed to allow the student to pursue and individually selected issue in our contemporary Criminal Justice System. Thorough in-depth investigation of this issue will be through class discussions and practical field visits and research to appropriate South Florida Criminal Justice agencies (police, courts, corrections, probation, parole, juvenile delinquency). Skills developed by use of this method will be a deeper and more meaningful understanding of the inter-relationships among all segments of our Criminal Justice System. 3-0-3\*

### **SE 100 INTRODUCTION TO SECURITY**

The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administration, personnel and physical aspects of the security field. 3-0-3\*

### **SE 101 SECURITY ADMINISTRATION**

Organization, administration and management of security and plant protection units. Policy and decision making. Personnel and budgeting. Programs in business, industry and government, including retailing, transportation and public and private institutions. Private guard and alarm services. 3-0-3\*

### **SE 102 PRINCIPLES OF LOSS PREVENTION**

An outline of the functional operation of various specialized areas of Security such as, theft and risk control, security surveys and loss prevention, management in proprietary and governmental institutions. Includes individual crime prevention and loss prevention techniques. 3-0-3\*



### SE 103 SECURITY REPORT WRITING

Determining report content through interpretation and evaluation of information. Emphasis is placed on accurate terminology and description, collection and analysis of information and concise writing. The student is required to participate in numerous report-writing projects. 2-0-2\*

### SE 104 SPECIAL SECURITY PROBLEMS

A study of the security requirements in specific areas. Topical subjects would include Bank, Campus, Computer, Personnel, Hospital, Transportation, Industrial, Physical Plant and Guard Programs. The emphasis placed on each subject will relate to the specific needs associated with the community and the area the program will service. 3-0-3\*

### SE 105 SECURITY EDUCATION

An analysis of the methods and techniques of setting up a security education program in a business, industrial or institutional organization, and the problems involved in implementing and maintaining a program of security education. An examination of the objectives of an effective security education program and an insight into some of the security problems that security education can eliminate or curtail. A study of the various media employed to educate both management and employees about their security responsibilities. Security education is presented as a means of motivating the employee, creating an awareness and developing a favorable employee attitude. 3-0-3\*

\* Lecture-Lab-Credit Hours



# Library

**FACULTY:** Douglass (Chairman), Brown, Dooley, Foster, Roberts, Thomas, Wade, Wetherby.

**MAJOR:** Librarian (University Parallel), Library Technology (Tech).

**COURSE PREFIXES:** LT

**PROGRAMS:**

## LIBRARY TECHNOLOGY (A.S.) (OFFERED ON DEMAND ONLY)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER
		HOURS CREDIT
AT 110	Art Appreciation	3
BE 105*	Typewriting	2
EH 101-102	Freshman Communications	6
LT 101-102	Library Workroom Procedures: General Library Procedures	6
LT 103	Children's Literature	3
MC 110	Music Appreciation	3
PE	Physical Education	2
PS 101	Survey of Physical Science	3
SS 101-102	Social Inst.; Political Inst.	6
		<hr/> 34

\*Students must pass the qualifying typewriting test or pursue BE 105.

### SOPHOMORE YEAR

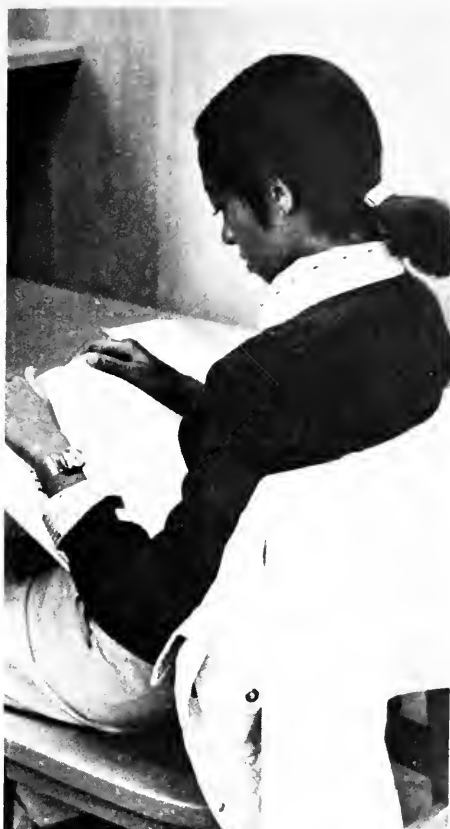
BE 101	Office Practice	3
EH 201-202	Eng. Lit to 1800; after 1800	6
EH 205	American Lit. to 1865	3
HY 101-102	Anc. & Med. Civilization; Modern Civilization	6
LT 104-105	Non-book Materials; Library Practicum	6
PY 201	General Psychology	3
	Electives*	3
		<hr/> 30

\*Suggested Electives

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:  
BY 100-105 for HY 101-102.  
HH 101 for AT 110 and take NG 255.

## LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.



## COURSE DESCRIPTIONS

### LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3\*

### LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3\*

### LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of material are stressed. 3-0-3\*

### LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3\*

### LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3\*

\*Lecture-Lab-Credit Hours

# Mathematics

**FACULTY:** Wing (Chairman), Travis, (Asst. Chairman), Alber, Barton, Bullock, Evans, Foley, Hendrix, Hitchcock, Saile, Schild, Shaw, Sweet, Van Wyhe, Yount.

**MAJORS:** Mathematician, Mathematics Teacher

**COURSE PREFIXES:** MS

**PROGRAMS:**

**MATHEMATICIAN (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 . . . . .	Art Appreciation . . . . .	3	
or			
MC 110 . . . . .	Music Appreciation . . . . .	(3)	
EH 101-102 . . . . .	Freshman Communications . . . . .	3	3
FH 101-102 . . . . .	Elementary French . . . . .	3	3
MS 204-205 . . . . .	Calculus II . . . . .	3	3
MS 210 . . . . .	Mathematical Programming . . . . .		2
SS 101-102** . . . . .	Social Institutions; Political Institutions . . . . .	3	3
PE . . . . .	Physical Education . . . . .	1	1
		<hr/> 16	<hr/> 15

## SOPHOMORE YEAR

EH . . . . .	Literature . . . . .	3	
FH 201-202 . . . . .	Intermediate French . . . . .	3	3
HH 101* . . . . .	Perspectives on Healthful Living . . . . .	2	
MS 206 . . . . .	Calculus III . . . . .	4	
MS 207 . . . . .	Differential Equations . . . . .		3
MS 208 . . . . .	Statistics . . . . .		3
MS 209 . . . . .	Elementary Linear Algebra . . . . .		3
PH 205-206 . . . . .	General Physics with Calculus I, II . . . . .	4	4
		<hr/> 16	<hr/> 16

\*HH 230 may be substituted for HH 101.

\*\*PL 201 or HY 201 may be substituted for SS 102.

**MATHEMATICS TEACHER (A.A.)**

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 . . . . .	Art Appreciation . . . . .	3	
or			
MC 110 . . . . .	Music Appreciation . . . . .	(3)	
EH 101-102 . . . . .	Freshman Communications . . . . .	3	3
EN 101 . . . . .	Introduction to Education . . . . .	3	
MS 204-205 . . . . .	Calculus I, II . . . . .	3	3
MS 210 . . . . .	Mathematical Programming . . . . .		2
SP 101 . . . . .	Fundamentals of Speech . . . . .		3
SS 101-102** . . . . .	Social Inst.; Political Inst. . . . .	3	3
PE . . . . .	Physical Education . . . . .	1	1
		<hr/> 16	<hr/> 15

## MATHEMATICS TEACHER (A.A.) Cont'd

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
EH . . . . .	Literature . . . . .	3	
HH 101* . . . . .	Perspectives on Healthful Living . . . . .	2	
MS 206 . . . . .	Calculus III . . . . .	4	
MS 207 . . . . .	Differential Equations . . . . .		3
MS 208 . . . . .	Statistics . . . . .	3	
MS 209 . . . . .	Elementary Linear Algebra . . . . .		3
PH 205-206 . . . . .	General Physics with Calculus I, II . . . . .	4	4
PY 201 . . . . .	General Psychology . . . . .		3
	Electives . . . . .		3
		<hr/> 16	<hr/> 16

## MATH LEARNING CENTER

The multimedia systems learning center is open to all students. Programmed material, tapes, filmstrips, 8 mm, films and other devices covering various levels of mathematics are available to fit student's individual needs. Many mini-computers are in the learning center to aid the student with computations. A number of mathematics course offerings can be taken in the center by registering for MS 100.

## COURSE DESCRIPTIONS

## MS 100 DEVELOPMENTAL MATH\*\*

All students taking a math course in the Math Learning Center must register for MS 100. All programs in the Learning Center are self-study, individualized to student needs. Depending upon the programs and achievement, the student may earn up to 3 hours credit in one semester. 3-2-3\*

The following three modules make up the Developmental Math program. They are designed to provide students with the necessary background to continue into one of the regular college-level math courses.

## MS 101 BASIC ARITHMETIC (Institutional Credit Only)

This module will review and re-enforce basic arithmetic principles. A pre-testing program will determine the level at which the student begins his study. Topics for students in various fields of study are introduced in this module. 1-0-1\*

## MS 102 PREPARATORY ALGEBRA (Institutional Credit Only)

This second module of Developmental Math is designed for the student with little or no background in algebra. Study will include operations of basic algebra — signed numbers, exponents, algebraic fractions, etc. 1-0-1\*

## MS 103 INTRODUCTION TO MODERN MATH (Institutional Credit Only)

Basic concepts of set theory, number structure and numeration will be covered in this third module. Students going to the MS 106 program will also cover the Real Numbers. Students going to the MS 110 program will cover additional topics in algebra. 1-0-1\*

## MS 105 THE METRIC SYSTEM

This course is designed to familiarize the student with the various units of measurement in the Metric System and their applications in the areas of Physics, Chemistry, Nursing, Industry, and everyday life. 1-0-1\*

\*\*A student registered for MS 100 may earn credit in any of the following regular math courses: MS 106, MS 110, MS 111 or MS 121.

\*Lecture-Lab-Credit Hours

# Mathematics

## MS 106 GENERAL EDUCATION MATHEMATICS I

(Prerequisite: Adequate score on placement test or permission of Department Chairman)

Credit: 1, 2, or 3 semester hours.

A student may select the regular three hour course which will cover the basic concepts of logic, mathematical systems, systems of numeration and a development of the real number system.

OR

He may select 1, 2 or 3 of the following modules for one-hour credit each:

Module 1: FINITE MATHEMATICAL SYSTEMS

Module 2: NUMBER BASES

Module 3: HISTORY OF MATHEMATICS

Module 4: OUR NUMBER SYSTEM

Module 5: MATHEMATICAL LOGIC

Module 6: ELEMENTARY GEOMETRY

Module 7: PROBABILITY

Module 8: INTRODUCTION TO ALGEBRA

Module 9: CONSUMER MATHEMATICS

## MS 108 GENERAL EDUCATION MATHEMATICS II

(Prerequisite: 3 semester hours credit in MS 106). This course also may be taken for 1, 2 or 3 hours credit. A student may select 1, 2, or 3 of the above modules for which he does not have credit in MS 106.

## MS 110 INTERMEDIATE ALGEBRA

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test). This course is designed to prepare the student for MS 111 College Algebra. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\*

## MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 110 or adequate score on placement test). Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\*

## MS 121 TRIGONOMETRY AND ANALYTIC GEOMETRY

(Prerequisite: MS 111 or adequate score on placement test). This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles, complex numbers and plane analytic geometry. 3-0-3\*

## MS 204 CALCULUS I

(Prerequisite: MS 121 or adequate score on placement test). This is the first of a three-term sequence. Topics included are functions, derivatives and integration of algebraic functions, trigonometric functions, logs and exponential functions, and vectors in the plane. 3-0-3\*

## MS 205 CALCULUS II

(Prerequisite: MS 204) This is the second of a three-term sequence. Topics included are limits and continuity, techniques of integration, applications, and polar coordinates. 3-0-3\*

## MS 206 CALCULUS III

(Prerequisite: MS 205) This is the third of a three-term sequence. Topics included are curve sketching and vectors in three dimensions, partial differentiation, multiple integration and infinite series. 4-0-4\*

## MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206). Topics included are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\*



#### **MS 208 STATISTICS**

(Prerequisite: MS 110 or higher OR permission of Math Department). This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

#### **MS 209 ELEMENTARY LINEAR ALGEBRA**

(Prerequisite: MS 205). A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3\*

#### **MS 210 MATHEMATICAL PROGRAMMING**

(Prerequisite: MS 111 or higher). This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2\*

Music

**FACULTY:** Royce (Chairman), Adams, Albee, Butterworth, Estrada, Gross, Johnson, Pryweller, Ruggles

**MAJORS:** Music (A.A.), Music (A.S.) Popular Music and Jazz (A.S.), Popular Music and Jazz (Certificate Program).

**COURSE PREFIXES:** MC

**PROGRAMS:**

**MUSIC, MUSIC EDUCATION (A.A.)**

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music. Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228 and MC 229. Music majors participate in at least one college music organization each semester.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BY 100-105 . . . . .	Principles of Biology; Lab . . . . .	4
EH 101-102 . . . . .	Freshman Communications . . . . .	6
HH 101** . . . . .	Perspectives on Healthful Living . . . . .	2
MC 070 . . . . .	Seminar in Music . . . . .	0
MC 101-102 . . . . .	Music Theory . . . . .	6
MC . . . . .	Applied Music . . . . .	4
MC 191-192 . . . . .	Sight Singing . . . . .	2
PE . . . . .	Physical Education . . . . .	2
SS 101-102* . . . . .	Social Inst.; Political Inst. . . . .	6
		<hr/> 32

\*PL 201 or HY 201 may be substituted for SS 102.  
\*\*HH 230 may be substituted.





## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH	Literature	3	
MC 070	Seminar in Music	0	
MC 201-202	Music Theory	6	
MC 203-204	Keyboard Harmony	2	
MC 211	Introduction to Music History	3	
MC	Applied Music	4	
MC 291-292	Sight Singing	2	
MS 106	General Education Math I	3	
PS 101	Survey of Physical Science I	3	
	General Education Electives	8	
		<hr/>	
		34	

## MUSIC (A.S.)

This is a two-year technical program for students, not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102 or 110	Freshman Communications;		
	Technical Writing	6	
MC 070	Seminar in Music	0	
MC 103	Music Fundamentals	3	
MC	Applied Music	6	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
SP 101 or SP 103	Fundamentals of Speech or Intro.		
	to Theatre	3	
	Electives	5	
		<hr/>	
		31	

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
HH 101**	Perspectives on Healthful Living	2	
MC 070	Seminar in Music	0	
MC 101-102	Music Theory	6	
MC 191-192	Sight Singing	2	
MC 211	Introduction to Music History	3	
MC	Applied Music	6	
PY 201	General Psychology	3	
AT 110 or EH	Art Appreciation or Literature	3	
	Electives	6	
		<hr/>	
		31	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

# Music

## POPULAR MUSIC AND JAZZ (A.S.)

This two-year technical program designed for individuals involved in the performance and/or creation of popular music and jazz.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
EH 101-102	Freshman Communications	6
MC 070	Seminar in Music	0
MC 101-102	Music Theory	6
MC 141	Voice Class I	1
MC 151-152	Piano Class I, II	2
MC 175-176	Guitar Ensemble	2
MC 191-192	Sight Singing	2
MC 276	Jazz Orientation	2
MC	Applied Major	2
PE	Physical Education	2
	Electives	6
		<hr/> 31

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
HH 101 *	Perspectives on Healthful Living	2
MC 010	Seminar in Music	0
MC 161	Guitar Class I	1
MC 173-174	Arranging I & II	4
MC 201	Music Theory	3
MC 210	History of Jazz	2
MC 211	Introduction to Music History	3
MC 251	Piano Class III	1
MC 275	Instrumental Improvisation I	1
or		
MC 277-278	Pop Vocal Style I; II	(2)
MC 291	Sight Singing	1
MC	Applied Major	2
MC	Ensemble Electives	2
SS 101-102**	Social Inst.; Political Inst.	6
	Electives	3
		<hr/> 31

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## POPULAR MUSIC AND JAZZ (One Year Certificate Program)

COURSE	TITLE	SEMESTER HOURS CREDIT
MC 070	Seminar in Music	0
MC 110	Music Appreciation	3
MC 141	Voice Class I	1
MC 151-152	Piano Class I; II	2
MC 101-102	Music Theory	6
MC 173	Arranging I	2
MC 175-176	Guitar Ensemble	2
MC 191-192	Sight Singing	2
MC 210	History of Jazz	2
MC 276	Jazz Orientation	2
MC	Applied Major	2
	Electives *	8
		<hr/> 32

\*Six hours of electives must be selected from the list of General Education courses.

## COURSE DESCRIPTIONS

### MC 101 MUSIC THEORY

(Co-requisite: MC 191). This course includes study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\*

### MC 102 MUSIC THEORY

(Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing). This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

### MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\*

### MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. \*\*0-3-1\*

### MC 106 CONCERT BAND

This is a continuation of MC 105. \*\* 0-3-1 \*

### MC 107 CONCERT CHOIR

Membership is open to all students. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. \*\* 0-3-1 \*

### MC 108 CONCERT CHOIR

This is a continuation of MC 107. \*\* 0-3-1 \*

### MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education for Non-Music majors. 3-0-3\*

### MC 115 HISTORY AND APPRECIATION OF MUSIC (Foreign Study)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MC 110. A special fee is charged. 3-0-3\*

### MC 120 APPLIED MUSIC

(One half-hour lesson a week). Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Guitar, Bass Guitar, Flute, Clarinet, Saxophone, Oboe, Bassoon, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 0-½-1 \*

### MC 121 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 120. 0-½-1 \*

\* Lecture-Lab-Credit Hours

\*\* A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

## Music

### MC 122 APPLIED MUSIC

This is a continuation of MC 121. 0-½-1 \*

### MC 123 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 123. 0-1-2 \*

### MC 130 APPLIED MUSIC – VOICE

One half-hour lesson a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 0-½-1 \*

### MC 131 APPLIED MUSIC – VOICE

(One half-hour lesson a week). This is a continuation of MC 130. 0-½-1 \*

### MC 132 APPLIED MUSIC – VOICE

(One half-hour lesson a week). This is a continuation of MC 131. 0-½-1 \*

### MC 133 APPLIED MUSIC – VOICE

(Two half-hour lessons a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 0-½-2 \*

### MC 134 APPLIED MUSIC – VOICE

(Two half-hour lessons a week). This is a continuation of MC 133. 0-1-2 \*

### MC 141 VOICE CLASS I

This course includes instruction in tone production, diction, music reading and repertoire. Each student is given opportunity for individual aid. 0-2-1 \*

### MC 142 VOICE CLASS II

(Prerequisite: MC 141 or equivalent). This is a continuation of MC 141. 0-2-1 \*

### MC 151 PIANO CLASS I

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1 \*

### MC 152 PIANO CLASS II

(Prerequisite: MC: 151 or equivalent). This course is a continuation of MC 151, 0-2-1 \*

### MC 161 GUITAR CLASS I

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1 \*

### MC 162 GUITAR CLASS II

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of bar chords, jazz chords, improvisation, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1 \*

### MC 165 JAZZ ENSEMBLE

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. It consists of a large ensemble and small rock, jazz, and pop groups. Members are selected by audition. \*\* 0-2-1 \*

### MC 166 JAZZ ENSEMBLE

This is a continuation of MC 165. \*\* 0-2-1 \*

\* Lecture-Lab-Credit Hours

\*\* A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.

### MC 167 PACESETTERS

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition.\* 1-2-1 \*

### MC 168 PACESETTERS

This is a continuation of MC 167\*\* 0-2-1 \*

### MC 173 ARRANGING I

(Prerequisite: MC 101) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2 \*

### MC 174 ARRANGING II

(Prerequisite: MC 173 or equivalent) This course is a continuation of MC 173. 2-0-2 \*

### MC 175 GUITAR ENSEMBLE

(Prerequisite: MC 161 and MC 162 or equivalent). This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. 0-2-1 \*

### MC 176 GUITAR ENSEMBLE

This course is a continuation of MC 175. 0-2-1 \*\*

### MC 181 CONCERT ORCHESTRA

This organization provides the opportunity for experience in the playing of various types of orchestral literature. Any qualified student is eligible to enroll for credit or audit with permission of the department. 0-3-1 \*

### MC 182 CONCERT ORCHESTRA

This course is a continuation of MC 181. 0-3-1 \*

### MC 191 SIGHT SINGING

This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1 \*

### MC 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent.) This course is a continuation of MC 191. 0-2-1 \*

### MC 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291) This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3 \*

### MC 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292). This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3 \*

### MC 203 KEYBOARD HARMONY

(Prerequisite: MC 102 and MC 122 or the equivalents). This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1 \*

\*Lecture-Lab-Credit Hours

\*\*A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

\*\*\*This course is designed for students in the one- and two-year technical programs in music.

# Music

## MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203 or equivalent). This course is a continuation of MC 203. 0-2-1 \*

## MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106. \*\* 0-3-1 \*

## MC 206 CONCERT BAND

A continuation of MC 205. \*\* 0-3-1 \*

## MC 207 CONCERT CHOIR

This is a continuation of MC 108. \*\* 0-3-1 \*

## MC 208 CONCERT CHOIR

This is a continuation of MC 207. \*\* 0-3-1 \*

## MC 210 HISTORY OF JAZZ

(Prerequisite: MC 110) This course is a study of the beginning of jazz, its stylistic development, and its outstanding exponents. \*\* 2-0-2 \*

## MC 211 INTRODUCTION TO MUSIC HISTORY

This course is designed for the music major and is an introduction to music history and literature. It includes a program of listening with the use of recorded music and scores. 3-0-3 \*

## MC 220 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 122. 0-½-1 \*

## MC 221 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 220. 0-½-1 \*

## MC 222 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 221. 0-½-1 \*

## MC 223 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 124. 0-1-2 \*

## MC 224 APPLIED MUSIC

(Two half-hour lessons a week). This is a continuation of MC 223. 0-1-2 \*

## MC 226 BRASS TECHNIQUES

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba 0-2-1 \*

## MC 227 WOODWIND TECHNIQUES

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone. 0-2-1 \*

## MC 228 STRING TECHNIQUES

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass 0-2-1 \*

**MC 229 PERCUSSION TECHNIQUES**

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1 \*

**MC 230 APPLIED MUSIC — VOICE**

(One half-hour lesson a week). This is a continuation of MC 132. Applied Music — Voice. 0-½-1 \*

**MC 231 APPLIED MUSIC — VOICE**

(One half-hour lesson a week). This is a continuation of MC 230. Applied Music — Voice. 0-½-1 \*

**MC 232 APPLIED MUSIC — VOICE**

(One half-hour lesson a week). This is a continuation of MC 231, Applied Music — Voice. 0-½-1 \*

**MC 233 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week). This is a continuation of MC 134. Applied Music — Voice. 0-1-2 \*

**MC 234 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week). This is a continuation of MC 233. Applied Music — Voice. 0-1-2 \*

**MC 251 PIANO CLASS III**

(Prerequisite: MC 152 or equivalent). This course is a continuation of MC 152. 0-2-1 \*

**MC 252 PIANO CLASS IV**

(Prerequisite: MC 251 or equivalent) This course is a continuation of MC 251. 0-2-1 \*

**MC 265 JAZZ ENSEMBLE**

This is a continuation of MC 166.\*\*\* 0-2-1 \*

**MC 266 JAZZ ENSEMBLE**

This is a continuation of MC 265.\*\*\* 0-2-1 \*

**MC 267 PACESETTERS**

This is a continuation of MC 168.\*\*\* 0-2-1 \*

**MC 268 PACESETTERS**

This is a continuation of MC 267.\*\*\* 0-2-1 \*

**MC 275 INSTRUMENTAL IMPROVISATION I**

(Prerequisite: MC 102 or equivalent). This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom.\*\*\* 0-2-1 \*

**MC 276 JAZZ ORIENTATION (Institutional Credit Only)**

This course offers the student an introduction to Jazz by means of examining Jazz music and its performers, essentials of its style, and basic concepts in Jazz Improvisation. 2-0-2 \*

**MC 277 POP VOCAL STYLE I**

(Prerequisite: MC 102 or equivalent). This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom.\*\*\*0-2-1 \*

**MC 278 POP VOCAL STYLE II**

This course is a continuation of MC 277.\*\*\* 0-2-1 \*

\* Lecture-Lab-Credit Hours

\*\*\*This course is designed for students in the one- and two-year technical programs in music.

## Music

### MC 281 CONCERT ORCHESTRA

This course is a continuation of MC 181 and MC 182. 0-3-1 \*

### MC 282 CONCERT ORCHESTRA

This course is a continuation of MC 281. 0-3-1 \*

### MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent). This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1 \*

### MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent). This course is a continuation of MC 291. 0-2-1 \*

### MC 070 SEMINAR IN MUSIC

Music majors meet together one hour a week to discuss and study pertinent music topics and to participate in student recitals. 1-0-0 \*

### MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform Chamber Music from the various periods of music literature styles. All college violin, viola, violcello and contrabass instrumentalists may participate. 0-2-0 \*

### MC 073 BRASS ENSEMBLE

This course involves the study and performance of literature for small combinations of brass instruments. It is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0 \*

### MC 074 WOODWIND ENSEMBLE

This course involves the study and performance of literature for small combinations of woodwind instruments. It is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0 \*

### MC 075 PERCUSSION ENSEMBLE

This course involves the study and performance of literature for small combinations of percussion instruments. It is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0 \*

\* Lecture-Lab-Credit Hours





# Nursing

**FACULTY:** Morgan (Chairman), Benken, Campbell, Coffin, Dix, Faquir, Ghioto, Harden, Hayes, Hull, Huneke, Jarvis, Kelly, Lawson, McCann, Merkle, Metts, Mudwilder, Poole, Stewart

**MAJORS:** Nursing, Pre-Nursing, Operating Room Technician

**COURSE PREFIXES:** NG, OR

**PROGRAMS:**

## NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation.

Palm Beach Junior College will grant 35 semester hours of credit in nursing to count toward the A.S. Degree in Nursing to a registered nurse who presents evidence that he or she has graduated from an approved nursing program, passed the Florida State Board of Nursing Licensing Examination, and has practiced nursing on a full-time basis within the last five years. The student will be required to take an additional 36 hours of General Education to meet the degree requirements.

Please refer to page        for admission requirements.

All nursing courses must be taken in sequence and a grade "C" or better must be earned in **BOTH** the nursing and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

A student must maintain a "C" average to remain in the program and must make a "C" or above in all nursing courses and Anatomy and Physiology, and Microbiology.

## NURSING (A.S.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BY 151	Anatomy and Physiology I	3		
BY 156	Microbiology	3		
EH 101	Freshman Communications	3		
NG 101	Fundamentals of Nursing	5		
PY 201	General Psychology	3		
BY 152	Anatomy and Physiology II		3	
EH 102	Freshman Communications		3	
HE 103	Nutrition-Health and Disease I		2	
NG 102	Medical and Surgical Nursing		6	
NG 202	Human Growth and Development		2	
NG 103	Medical and Surgical Nursing			4
		17	16	4

# Nursing

## NURSING (A.S.) Cont'd

### SOPHOMORE YEAR

NG 201	Medical and Surgical Nursing	5	
NG 204	Psychiatric-Mental Health Nursing I	4	
NG 208	Nursing Seminar	2	
or			
NG 206	Pediatric Nursing	4	
NG 207	Maternity Nursing	4	
HE 104	Nutrition-Health and Disease II	1	
plus			
PE	Physical Education	1	(1)
SS 207	Introduction to Sociology	3	(3)
NG 201	Medical and Surgical Nursing		5
NG 204	Psychiatric-Mental Health Nursing I		4
NG 208	Nursing Seminar		1
or			
NG 206	Pediatric Nursing		4
NG 207	Maternity Nursing		4
HE 104	Nutrition-Health and Disease II		1
plus			
PE	Physical Education		1 (1)
SS 102	Political Institutions		3 (3)
		14-13	14-13

### TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met pre-requirements)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
NG 104	Integrated Nursing I	5	
NG 105	Integrated Nursing II	5	
NG 209	Integrated Nursing III	4	
NG 202	Human Growth and Development	2	
HE 104	Nutrition-Health and Disease II	1	
NG 201	Medical and Surgical Nursing	5	
NG 208	Seminar	1	
NG 204	Psychiatric-Mental Health Nursing	4	
		27	

### PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases, it may be advisable to transfer at the end of the freshman year.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BY 100-105	General Biology; Principles of Biology Lab	4	
EH 101-102	Freshman Communications	3	3
BY 156	Microbiology		3
HH 101 *	Perspectives on Healthful Living	2	
MS 106	General Education Math I		3
PE	Physical Education	1	1
SS 101-102**	Social Inst.; Political Inst.	3	3
CY 100	Principles of Chemistry		
or			
PS 101	Survey of Physical Science I		3
	Elective	3	
		16	16

## PRE-NURSING (A.A.) Cont'd

## SOPHOMORE YEAR

AT 110	Art Appreciation		3
or		(3)	
BY 151-152	Anatomy & Physiology I; II	3	3
EH	Literature		3
HE 101	Elements of Nutrition		3
HY 101	Ancient & Medieval Civilizations	3	
or			
HY 201	U.S. History to 1865	(3)	
HY 102	Modern Civilizations		3
or			
HY 202	U.S. History from 1865	(3)	
PY 201	General Psychology	3	
PY 202	Personality Development		3
SP 101	Fundamentals of Speech	3	
		<u>15</u>	<u>15</u>

\*HH 230 may be substituted

\*\*PL 201 or HY 201 may be substituted for SS 102.

## OPERATING ROOM TECHNICIAN (Certificate Program)

A certificate for Operating Room Technician will be granted at the end of two semesters of work to the high school graduate who successfully completes the requirements of the course. The Operating Room Technician will be prepared to function as a member of the surgical team under the direct supervision of a registered nurse.

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
OR 101-102	Operating Room Technique I; II	6	8
BY 151-152	Anatomy and Physiology	3	3
BY 156	Microbiology	3	
EH 101	Freshman Communications		3
HH 101*	Perspectives on Healthful Living		2
NG 255	Medical Terminology	3	
		<u>15</u>	<u>16</u>

## DUTIES OF AN OPERATING TECHNICIAN

Routine preparation for a surgical procedure, maintaining aseptic conditions, selecting instruments, preparing a patient for a surgical procedure, handling special equipment, assisting in caring for a patient in the operating room.

## NURSE PRACTITIONER

The College offers a three-semester course consisting of NG 291, 293, and 294, that leads to a certificate as a Pediatric Nurse Practitioner. A certificate as a Family Nurse Practitioner is awarded on completion of NG 291, 295, and 296. Applicant for Nurse Practitioner must have R.N. and previous experience.

This program provides a continuing education opportunity for nurses to expand their role in giving comprehensive care as a member of a health team working in a physician's office, clinic, or health facility.

## PEDIATRIC NURSE ASSOCIATE:

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
NG 291	History Taking and Physical Diagnosis	4	4
NG 293	Pediatric Nurse Practitioner I		4
NG 294	Pediatric Nurse Practitioner II	4	

# Nursing

## FAMILY NURSE PRACTITIONER

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
NG 291	History Taking and Physical Diagnosis	4	
NG 295	Family Practitioner I		4
NG 196	Family Practitioner II	4	

## COURSE DESCRIPTIONS

### NG 101 FUNDAMENTALS OF NURSING

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. 3-6-5\*

### NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101). This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 3-9-6\*

### NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102). This is a continuation of NG 102. Offered in the first session of the spring term only. 2-6-4\*

### NG 104 INTEGRATED NURSING I

This course is designed to build upon and increase the depth of knowledge in medical-surgical nursing of the licensed practical nurse. It is an introduction to the nursing needs of the adult with more common medical-surgical conditions. Patient centered teaching in the clinical experience provides opportunity for development of skills. 4-3-5\*

### NG 105 INTEGRATED NURSING II

This is a continuation of NG 104. 4-3-5\*

### NG 201 MEDICAL-SURGICAL NURSING

Provides a continuation of medical-surgical nursing. Building on the prerequisite science and nursing courses, this course is concerned with more complex nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems.

The student is increasingly concerned with the multiplicity of inter-related factors in the patient's state of health as she is taught to plan for patient's discharge and is concomitantly introduced to community health agencies. 3-6-5\*

### NG 202 HUMAN GROWTH AND DEVELOPMENT

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 2-0-2\*

### NG 204 PSYCHIATRIC - MENTAL HEALTH NURSING I

(Co-requisite: NG 201 and NG 202) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person, are stressed. 2-6-4\*

\* Lecture-Lab-Credit Hours

**NG 206 PEDIATRIC NURSING**

(Co-requisite: NG 201, NG 202) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2-6-4\*

**NG 207 MATERNITY NURSING**

(Prerequisite: NG 201, Co-requisite: NG 202). A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2-6-4\*

**NG 208 NURSING SEMINAR**

(Replaces NG 205 Nursing Trends) A nursing seminar designed to foster critical thinking and intellectual curiosity. Includes historical look at nursing, team nursing, the law and the nurse, opportunities in nursing, and current issues influencing the practice of nursing. 1-0-1\*

**NG 209 INTEGRATED NURSING III**

(Corequisite: NG 202; Prerequisite: NG 104 and NG 105)

(Challenge exam for Obstetric and Pediatric Nursing) This course is designed to increase practitioner's depth of knowledge of problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common disease encountered in this age group. Principles of growth and development are utilized throughout the course. Also included is a family centered course dealing with all facets of the child-bearing phase of the woman's life. Pregnancy, labor, delivery, post-partum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle and the prevention of complications during this period. Clinical experiences and observations are available in local health care agencies. 3-3-4\*

**NG 230 CORONARY CARE NURSING**

This is a course for graduate nurses and involves the study of pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the student receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6\*

**NG 255 MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\*

**NG 256 MEDICAL TERMINOLOGY – SPANISH**

This course is designed to assist those engaged in the Health Services to communicate more effectively with patients and co-workers. Emphasis will be on the speaking and understanding of words and phrases commonly used in the profession. 3-0-3\*

**NG 291 HISTORY TAKING AND PHYSICAL DIAGNOSIS**

This is the basic course with two subsequent semesters leading to certificate in Pediatric or Family Nurse Practitioner. The course will utilize the problem Oriented Method. The nurse will learn to obtain detailed medical histories and perform screening physical examinations on pediatric, adolescents, adult and geriatric patients. Recognition of problems and methods of solving patient problems will be stressed. Clinical experience will be provided in various outpatient facilities. 3-3-4\*

# Nursing

## NG 293 PEDIATRIC NURSE PRACTITIONER I

(Prerequisite: NG 291) This course will apply the skills learned in NG 291 to the infant up to school age. The nurse will learn to provide evaluation of the newborn and counsel the new mother, provide good baby care, recognize the sick infant and plan and provide treatment and guidelines. Stress will be placed on normal growth and development, recognition of deviation and parent counseling for the child to school age. Clinical experience in out-patient services. 3-3-4\*

## NG 294 PEDIATRIC NURSE PRACTITIONER II

(Prerequisite NG 293) This course will cover the school age child from six to twelve years and the adolescent from 12 to 18 years. The first half of the course will include illnesses of the 6 to 12 year old and school health problems such as learning problems, school phobia, epidemiology screening examinations. The latter half will be concerned with the adolescent medicine, emotional problems, puberty, drug abuse. Clinical experience provided in out-patient clinics and county schools. 3-3-4\*

## NG 295 FAMILY NURSE PRACTITIONER I

(Prerequisite 291) This course will apply the skills learned in NG 291 to the adult patient. In this course the nurse learns to assess needs, evaluate general conditions, plan and implement treatment of the adult patient. The nurse will learn to function in an expanded role as a registered nurse in a physician's office, clinic or health facility. 3-3-4\*

## NG 296 FAMILY NURSE PRACTITIONER II

Continuation of NG 295.

## NG 298 COMMUNITY HEALTH NURSING

(Prerequisite: Registered Nurse). This is a continuation education course for registered nurses. The special knowledge, skills and procedures needed by all nurses in helping individuals, families and communities to meet their health needs. 3-0-3\*

## OR 101 OPERATING ROOM TECHNIQUE I

(Co-requisite: BY 151 and BY 156) An introduction to operating room techniques designed to assist the student in developing the basic knowledge and skills necessary for performance in the operating room. The course includes hospital organization, ethics, legal practices and relationships with team members under direct supervision. Laboratory and clinical experiences afford the student opportunities to develop and demonstrate skills in surgical asepsis. 3-9-6\*

## OR 102 OPERATING ROOM TECHNIQUE II

(Prerequisite: OR 101, Co-requisite: BY 251). A continuation of OR 101 with emphasis on the development of skills in the clinical area. 2-18-8\*

## PROGRAM FOR AN R.N.

The registered nurse from a diploma program who is currently practicing nursing and licensed in Florida may receive an A.S. in Nursing by completing the 36 hours of General Education requirements and meeting the residency requirements of 15 hours.

# ***Physical Education and Recreation***

**FACULTY:** Reynolds (Chairman), Bell, Blanton, Edgerton, Knowles, McGirt, Quisenberry.

**MAJORS:** Physical Education, Recreation

**COURSE PREFIXES:** PE, RC, PA

**PROGRAMS:**

## **PHYSICAL EDUCATION (A.A.)**

This program will provide the necessary General Education requirements for university transfer.  
An Associate of Science Degree may be earned by those not wishing to transfer.

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BY 100	Principles of Biology	3	
BY 102	General Zoology		3
BY 104	Zoology Lab		1
EH 101-102	Freshman Communications	3	3
PA 101	Fundamentals of Field Sports	2	
PA 102	Fundamentals of Volleyball & Basketball		2
PA 103	Fundamentals of Rhythmics		2
PA 107	Fundamentals of Tumbling & Gymnastics		2
PA 230	Introduction to Physical Education	3	
PA 232	Basic Principles & Mechanics of Movement	2	
SS 101-102*	Social Institutions; Political Institutions	3	3
		<hr/> 16	<hr/> 16

### **SOPHOMORE YEAR**

AT 110	Art Appreciation		3
or			
MC 110	Music Appreciation		(3)
EH	Literature		3
HH 230	Life Science & Health	3	
MS 106	General Education Math I		3
PA 104	Fundamentals of Badminton & Archery		2
PA 105	Fundamentals of Tennis & Golf		2
PA 106	Fundamentals of Aquatics	2	
PA 110	Officiating I	2	
PA 210	Officiating II		2
PY 201	General Psychology	3	
SP 101	Fundamentals of Speech	3	
	Electives**	2	
		<hr/> 15	<hr/> 15

\*PL 201 or HY 201 may be substituted

\*\*Must be General Education Elective.

PA COURSES are for professional PE majors only and will not satisfy graduation requirements.

# Physical Education and Recreation

## RECREATION (A.A.)

This program will provide General Education requirements for university transfer. An Associate of Science Degree may be earned by those not wishing to transfer.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BY 100	Principles of Biology	3	
BY 102-104	General Zoology; Lab		4
EH 101-102	Freshman Communications	3	3
HH 101	Perspectives on Healthful Living	2	
HH 103	First Aid		1
PE 203	Recreational Games	1	
RC 101	Introduction to Recreation	3	
RC 111	Social Recreation		3
RC 113	Organizing & Planning Recreational Activities		3
SS 101-102*	Social Institutions; Political Institutions	3	3
		<u>15</u>	<u>17</u>

### SOPHOMORE YEAR

AT 110	Art Appreciation		3
AT 112	Arts & Crafts I	3	
EH	Literature	3	3
MC 103	Fundamentals of Music		3
MS 106	General Education Math I	3	
PE 211	Folk Dance		1
RC 102	Maintenance & Planning of Facilities & Equipment	3	
RC 215	Introduction to Outdoor Recreation	3	
SP 101	Fundamentals of Speech		3
	Electives		2
		<u>15</u>	<u>15</u>

#### Suggested Electives:

AT 105	Ceramics I	2
AT 108	Basic Photography	2
SP 105	Fundamentals of Stagecraft	3
RC 230	Recreation for the Aged & Handicapped	3

\*PL 201 or HY 201 may be substituted for SS 102.





## **COURSE DESCRIPTIONS**

### **PA 101 FUNDAMENTALS OF FIELD SPORTS**

Practice in basic skills, strategies, and progressions in football, soccer, speedball, gatorball, flag-tag, softball and others, subject to staff approval. 1-2-2\*

### **PA 102 FUNDAMENTALS OF VOLLEYBALL AND BASKETBALL**

Practice in the basic skills, strategies and progressions of volleyball and basketball. 1-2-2\*

### **PA 103 FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2\*

### **PA 104 FUNDAMENTALS OF BADMINTON & ARCHERY**

Practice in the basic skills, strategies and progressions in the fundamentals of badminton and archery. 1-2-2\*

### **PA 105 FUNDAMENTALS OF TENNIS & GOLF**

Practice in the basic skills, strategies and progressions in the fundamentals of tennis and golf. 1-2-2\*

### **PA 106 FUNDAMENTALS OF AQUATICS**

Practice in the basic skills and progressions in swimming. Attitudes towards safety are developed. Students are exposed to the organization of and the officiating of meets. 1-2-2\*

### **PA 107 FUNDAMENTALS OF TUMBLING & GYMNASTICS**

Practice in the basic skills and progressions in tumbling, and gymnastics. Balance beam, vaulting, parallels, highbar, rings, trampoline and floor exercise included. 1-2-2\*

### **PA 110 SPORTS OFFICIATING: FOOTBALL, VOLLEYBALL AND SELECTED INDIVIDUAL SPORTS**

This course gives the student an opportunity to develop skill in officiating football, volleyball and selected individual sports activities. 1-2-2\*

### **PA 210 SPORTS OFFICIATING: BASKETBALL, SOFTBALL AND SELECTED INDIVIDUAL SPORTS**

This course gives the student an opportunity to develop skill in officiating basketball, softball and selected individual sports activities. 1-2-2\*

### **PA 230 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors). This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3\*

### **PA 232 BASIC PRINCIPLES AND MECHANICS OF MOVEMENT**

This course is designed to provide the pre-professional, physical education student with an understanding of efficient movement and the basic mechanical principles underlying it, with application of these principles to fundamental physical skills, sports and dance. 2-0-2\*

### **PE 101 TEAM ACTIVITIES FOR MEN**

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

### **PE 102 BASKETBALL FOR WOMEN**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1\*

### **PE 104 BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\*

\*Lecture-Lab-Credit Hours

# Physical Education and Recreation

## **PE 105 VOLLEYBALL (CO-ED)**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1 \*

## **PE 109 WRESTLING FOR MEN**

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1 \*

## **PE 110 GYMNASTICS (CO-ED)**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1 \*

## **PE 112 SOFTBALL (CO-ED)**

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1 \* (Offered Winter Term)

## **PE 113 BASKETBALL FOR MEN**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1 \*

## **PE 201 ARCHERY (CO-ED)**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1 \*

## **PE 203 RECREATIONAL GAMES (CO-ED)**

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1 \*

## **PE 204 BOWLING (CO-ED)**

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1 \* (See Fee Schedule)

## **PE 206 INTERMEDIATE SWIMMING AND DIVING (CO-ED)**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1 \* (See Fee Schedule)

## **PE 207 SENIOR LIFESAVING (CO-ED)**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1 \* (Offered Fall and Spring terms). (See Fee Schedule)

## **PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1 \*

## **PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1 \* (Offered Winter term)

## **PE 210 WATER SKIING (CO-ED)**

This course is designed to develop elementary performance and skills in water skiing. 0-2-1 \* (See Fee Schedule)

## **PE 211 FOLK AND SQUARE DANCE (CO-ED)**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

## **PE 212 GOLF (CO-ED)**

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. 0-2-1\*

## **PE 213 TENNIS (CO-ED)**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\*

## **PE 214 WATER SAFETY INSTRUCTOR**

(Prerequisite: PE 207) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\* (Offered Winter term)

## **PE 215 INTERMEDIATE TENNIS**

This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyzations, strategies, and progressions of skill development. 0-2-1\*

## **PE 216 SELF-DEFENSE (CO-ED)**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense. Includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1\*

## **RC 101 INTRODUCTION TO RECREATION**

This course is an introduction to the broad field of recreation. It includes history, current recreational trends, and employment opportunities. 3-0-3\*

## **RC 102 MAINTENANCE AND PLANNING OF RECREATION FACILITIES, EQUIPMENT AND SUPPLIES**

This course includes the planning of recreational areas, care and repair of equipment and supplies, maintenance of facilities, purchasing and designing recreational areas. 3-0-3\*

## **RC 111 SOCIAL RECREATION**

Methods, materials, and techniques of planning and conducting social recreation programs. 3-0-3\*

## **RC 113 ORGANIZING AND PLANNING RECREATIONAL ACTIVITIES**

This course includes organizing, planning and conducting indoor and outdoor programs in recreation. Areas presented will include techniques of leadership, organizing and conducting tournaments, group organization, criteria for selecting playground leaders, and policies and procedures for organizations of recreation programs including games of low organization and those of recreational nature. 3-0-3\*

## **RC 215 INTRODUCTION TO OUTDOOR RECREATION**

Included in this course are campcraft skills, nature and woods lore, firearm safety, conservation practices, and safety in the out of doors. 3-0-3\*

## **RC 230 RECREATION FOR THE AGED AND HANDICAPPED**

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3\*

# Physics and Physical Science

**FACULTY:** Dasher, (Chairman), Galbraith, Ramos, R. Robinson, Stoll

**MAJORS:** Physics, Geology, Astronomy, Physical Sciences, Meteorology

**COURSE PREFIXES:** PH, PS

**PROGRAMS:**

**PHYSICS, PHYSICAL SCIENCES, ASTRONOMY, GEOLOGY, METEOROLOGY (A.A.)**

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 110 or	Art Appreciation		3
MC 110	Music Appreciation		(3)
CY 101-102	General Chemistry I; II	3	4
EH 101-102	Freshman Communications	3	3
FH 101-102	Elementary French	3	3
HH 101*	Perspectives on Healthful Living	2	
MS 204-205	Calculus I, II	3	3
PE	Physical Education	1	1
		15	17

## SOPHOMORE YEAR

EH	Literature		3
CY 103	General Chemistry III	4	
MS 206	Calculus III	4	
MS 207	Differential Equations		3
MS 209	Elementary Linear Algebra		3
MS 210	Mathematical Programming	2	
PH 205-206	General Physics with Calculus I, II	4	4
SS 101-102**	Social Institutions; Political Institutions	3	3
		17	16

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

Students planning to go to the University of Florida should take 7 hours of Biology.

## COURSE DESCRIPTIONS

### PH 201 GENERAL PHYSICS I

(Prerequisite: MS 111 or TM 103 or TM 104) This course in physics is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PH 202. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion, translation and rotation, energy, heat, work general gas law, thermal behavior of matter, wave motion and sound. Emphasis is placed on fundamental concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. The laboratory portion of the course is PH 350.

### PH 202 GENERAL PHYSICS II

(Prerequisite: PH 201). This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, resistance, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating current, optics, light, optical instruments, the atom, the photon, matter waves, atoms and valence, quantum numbers applied to the periodic table, radioactivity. (Laboratory PH 351) 3-2-4\*

\*Lecture-Lab-Credit Hours

## **PH 205 GENERAL PHYSICS WITH CALCULUS I**

(Co-requisite MS 204). This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course, PH 350, introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4\*

## **PH 206 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PH 205, Co-requisite MS 205) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course, PH 351, is designed to illustrate various phenomena discussed in the lectures. 3-2-4\*

## **PH 207 MODERN PHYSICS**

(Prerequisite: PH 202 or PH 206) Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

## **PH 350 LABORATORY FOR PH 201 and 205.**

## **PH 351 LABORATORY FOR PH 202 and 206.**

## **PS 101 SURVEY OF PHYSICAL SCIENCE I**

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\*

## **PS 102 SURVEY OF PHYSICAL SCIENCE II**

(Prerequisite: MS 106 or adequate score on placement test). Physical Science I is not a prerequisite for this course. This course is a study of the basic concepts of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\*

## **PS 103 DESCRIPTIVE ASTRONOMY**

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\*

## **PS 104 DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\*

## **PS 150 PHYSICAL SCIENCE LABORATORY**

(Co- or Pre-requisite PS 102). The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principle experiments which involve introductory chemical and physical principles. 0-2-1\*

# Related Health Programs

**FACULTY:** Schmiederer (Chairman, Allied Health Division), Bortnick, French, Kennedy, Meeker, Seemayer

**MAJORS:** Health Education (A.A.) Medical Assistant (A.S.), Medical Laboratory Technology, (A.S.), Mental Health Technology (A.S.), Occupational Therapy (A.A.), Occupational Therapy Assistant (A.S.), Physical Therapy (A.A.), Pre-Laboratory Technology (A.A.), Radiological Technology (A.S.), Ward Secretary (One Year Certificate Program)

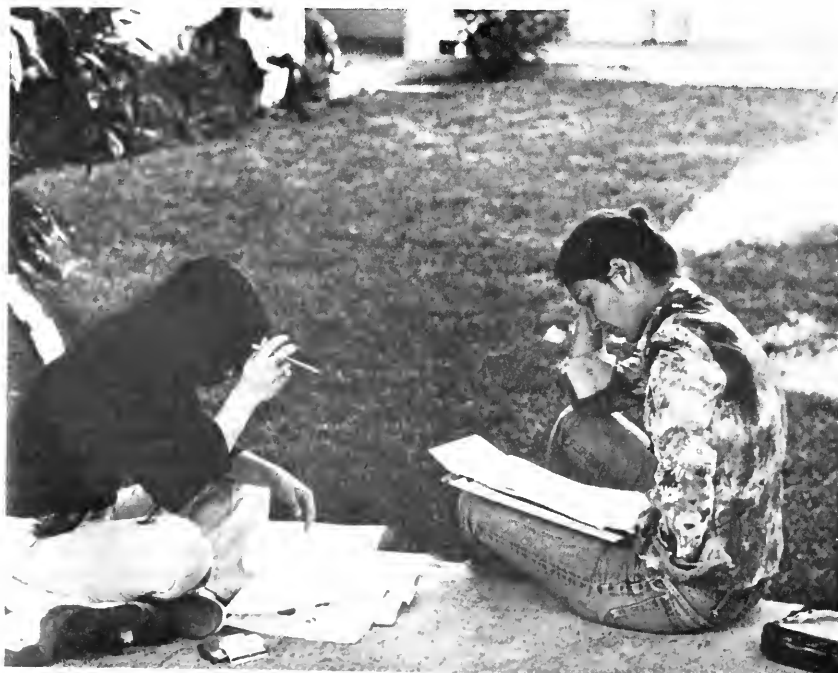
**COURSE PREFIXES:** HH, MH, MT, OT, WS, XR

**PROGRAMS:**

**HEALTH EDUCATION (A.A.)**

FRESHMAN YEAR		SEMESTER
COURSE	TITLE	HOURS CREDIT
AT 110 .....	Art Appreciation .....	3
or		
MC 110 .....	Music Appreciation .....	(3)
BY 100-105 .....	Principles of Biology; Lab .....	4
BY 102-104 .....	General Zoology; Lab .....	4
EH 101-102 .....	Freshman Communications .....	6
HH 230 .....	Life Science and Health .....	3
MS 106 .....	General Education Mathematics I .....	3
PE .....	Physical Education .....	2
SS 101-102* .....	Social Inst.; Political Inst. ....	6
		<hr/> 31

\*PL 201 or HY 201 may be substituted for SS 102.



HEALTH EDUCATION (A.A.) Cont'd

SOPHOMORE YEAR

CY 100	Principles of Chemistry	3
EH	Literature	6
HE 101	Elements of Nutrition	3
HH 103	Standard First Aid and Personal Safety	1
LC 101	Art of Thinking	3
PY 201-202	Gen. Psych.; Personality Dev.	6
SP 101	Fundamentals of Speech	3
	Electives	6
		<hr/> 31

MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
BA 101	Principles of Accounting I		3
BE 105-106*	Typewriting	2	2
BE 200	Business Communications		3
BY 151-152	Anatomy and Physiology I; II	3	3
CY 100-105	Principles of Chemistry; Lab for CY 100	4	
EH 101	Freshman Communications	3	
HE 101	Elements of Nutrition		3
HH 101**	Perspectives on Healthful Living		2
HH 103	Standard First Aid and Personal Safety	1	
PE	Physical Education	1	1
PY 201	General Psychology	3	
		<hr/> 17	<hr/> 17

SOPHOMORE YEAR

BE 101	Office Practice		3
BY 156	Microbiology	3	
BY 251-252	Medical Laboratory Procedures I; II	3	3
BY 254	Internship		3
NG 255	Medical Terminology	3	
PY 202*	Personality Development		3
SS 101-102**	Social Inst.; Political Inst.	3	3
	Electives	3	
		<hr/> 15	<hr/> 15

\*HH 230 may be substituted.

\*\*PL 201 of HY 201 may be substituted for SS 102.

## Related Health Programs

### PRE-LABORATORY TECHNOLOGY (A.A.)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlines.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
CY 101-102-103 . . .	General Chemistry I; II; III . . . . .	3	4	4
BY 100-105 . . . . .	Principles of Biology; Principles of Biology Laboratory . . . . .	4		
BY 101-103 . . . . .	General Botany I; Gen. Botany Lab . . . . .		4	
or				
BY 102-104 . . . . .	General Zoology; Gen. Zoology Lab . . . . .(4)			
EH 101-102 . . . . .	Freshman Communications . . . . .	3	3	
MS 111-121 . . . . .	College Algebra; Trigonometry . . . . .	3	3	
PE . . . . .	Physical Education . . . . .	1	1	
SS 101-102*** . . . .	Social Inst.; Political Inst. . . . .	3	3	
		<u>17</u>	<u>18</u>	<u>4</u>

### SOPHOMORE YEAR

CY 202 . . . . .	Quantitative Analysis . . . . .		4	
CY 211-212 . . . . .	Organic Chemistry I; II . . . . .	4	4	
EH . . . . .	English Literature . . . . .	3		
PH 201-202* . . . . .	General Physics I; II . . . . .	4	4	
AT 110 . . . . .	Art Appreciation . . . . .	3		
or				
MC 100 . . . . .	Music Appreciation . . . . .(3)			
HH101** . . . . .	Perspectives on Healthful Living . . . . .			2
		<u>14</u>	<u>14</u>	

### THIRD YEAR

BY 201-202 . . . . .	Comparative Vertebrate Anatomy I, II . . . . .	3	3	
PY 201 . . . . .	General Psychology . . . . .	3		
BY 203 . . . . .	Genetics . . . . .		3	
BY 205 . . . . .	Experiments in Genetics . . . . .		1	
BY 156 . . . . .	Microbiology . . . . .		3	
	Electives (BE 105, 106 and a language) . . . . .	9	6	
		<u>15</u>	<u>16</u>	

\*May be postponed until the third year if elective is chosen, and HH 230 may be substituted.

\*\*HH 230 may be substituted.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.



## MEDICAL LABORATORY TECHNOLOGY (A.S.)

Requirements for Certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists, Dated January 1973.

"Medical Laboratory Technician – MLT (ASCP)"

"CLA (ASCP) certification *plus* associate degree or equivalent, including courses in chemistry and biology, *plus* Registry examination (Until July 1, 1973 those individuals certified CLA (ASCP) who meet academic requirements may be certified MLT (ASCP) without examination.)"

In compliance with this requirement for certification, the following program for Medical Laboratory Technology has been developed.

Credit will be granted for the following courses and hours of credit to:

- (1) A person who is a Certified Laboratory Assistant, CLA (ASCP).
- (2) A person who is a Certified Technician as approved by the American Medical Technologists and who is actively employed.
- (3) A person who is a Registered Medical Technologists as approved by the International Society of Clinical Laboratory Technologists and who is actively employed.

A person who does not have any of the above certifications must make his own arrangements with a hospital that provides such a training program. Information on local hospital training may be obtained from the college.

COURSE	TITLE	SEMESTER HOURS CREDIT
MT 160 . . . . .	Introduction to Medical Laboratory Technology . . . . .	4
MT 162 . . . . .	Medical Parasitology . . . . .	3
MT 163 . . . . .	Medical Instrumentation . . . . .	2
MT 281 . . . . .	Clinic Chemistry . . . . .	5
MT 282 . . . . .	Hematology and Urinalysis . . . . .	4
MT 183 . . . . .	Immunohematology and Serology . . . . .	4
MT 295 . . . . .	Clinical Procedures . . . . .	9
		<hr/> 31

## COLLEGE COURSES TO BE COMPLETED ARE:

BY 100-105 . . . . .	Principles of Biology and Laboratory . . . . .	4
BY 156 . . . . .	Microbiology . . . . .	3
CY 101 . . . . .	General Chemistry I . . . . .	3
CY 102 . . . . .	General Chemistry II . . . . .	4
EH 101-102 . . . . .	Freshman Communications . . . . .	6
HH 101* . . . . .	Perspectives on Healthful Living . . . . .	2
MS 110 . . . . .	Intermediate Algebra . . . . .	3
PE . . . . .	Physical Education . . . . .	2
SS 101 . . . . .	Social Institutions . . . . .	3
SS 102** . . . . .	Political Institutions . . . . .	3
		<hr/> 33

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted.

# Related Health Programs

## MENTAL HEALTH TECHNOLOGY (A.S.)

A Mental Health Technologist will work in a variety of human services under the direct supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in innovative new roles and functions for human service workers.

The Mental Health Technology Curriculum is designed to educate a Mental Health Generalist who is trained for a family of occupations, rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders. As part of the program, the student will participate in supervised field work experiences in several different kinds of community agencies and institutions.

Upon completion of the Mental Health Curriculum, the student will be able to function in a wide range of roles in the social services and human service agencies as assistant in individual and group counseling, administering psychological tests, conducting initial interviews and social case histories, team member in half-way houses, and alcoholism rehabilitation centers, public welfare departments, child care centers, teacher's assistant, working with special education classes, general hospital settings, and psychiatric treatment centers.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
EH 101	Freshman Communications	3	
MH 100	Introduction to Mental Health	3	
MH 103	Interviewing and Recording	3	
PE	Physical Education	1	
PY 201	General Psychology	3	
SS 101	Social Institutions	3	
AT 112	Arts and Crafts I		3
EH 102	Freshman Communications		3
HH 103	Standard First Aid and Personal Safety		1
MH 101	Group Dynamics		3
MH 105	Field Work in Mental Health		3
PY 203	Child Growth and Development		3
		16	16

### SOPHOMORE YEAR

MH 205	Field Work in Mental Health	4	
MH 206	Activity Therapies	2	
PE	Physical Education	1	
PY 202	Personality Development	3	
SS 102*	Political Institutions	3	
SS 210**	American Social Problems	3	
BY 100	Principles of Biology		3
HH 101	Perspectives on Healthful Living		2
MH 210	Field Work in Mental Health		4
SP 101	Fundamentals of Speech		3
SS 210	Marriage and Family Relationships		3
		16	15

\*PL 201 or HY 201 may be substituted.

\*\*If a student is planning to work in the area of alcoholism rehabilitation, he may substitute MH 104.

OCCUPATIONAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 112	Arts and Crafts I	3	
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
BY 100-105	Principles of Biology; Lab	4	
BY 102-104	General Zoology; Lab	4	
EH 101-102	Freshman Communications	6	
HH 101	Perspectives on Healthful Living	2	
MS 106	Gen. Education Math I	3	
PE	Physical Education	2	
SS 101-102*	Social Inst.; Political Inst.	6	
		<hr/>	33
AT 101	Design I	3	
AT 105	Ceramics I	2	
EH	Literature	6	
HH 103	Standard First Aid and Personal Safety	1	
PS 101-102	Survey of Physical Science I; II	7	
PY 102-202	Psychology; Personality Dev.	6	
SP 101	Fundamentals of Speech	3	
	Electives	3	
		<hr/>	31

\*PL 201 or HY 201 may be substituted for SS 102.

OCCUPATIONAL THERAPY ASSISTANT (A.S.)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (B.S. Degree holder) giving specific treatment to patients with physical or psychological disabilities. This curriculum has been developed along the Guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to become Certified Occupational Therapy Assistants and may work in any of the 50 states.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		Fall	Winter
AT 112	Arts & Crafts I	3	
BY 151-152	Anatomy & Physiology I; II	3	3
EH 101-110	Freshman Communications; Technical Writing	3	3
HH 101	Perspectives on Healthful Living		2
HH 103	Standard First Aid and Personal Safety	1	
OT 240	Medical Problems Related to Rehabilitation		3
OT 101	Introduction to Occupation Therapy	3	
OT 102	Psychiatric Occupational Therapy		3
OT 130	Occupational Therapy Practicum		3
PE	Physical Education	1	1
PY 201	General Psychology	3	
		<hr/>	<hr/>
		17	18

Related Health Programs

OCCUPATIONAL THERAPY ASSISTANT (A.S.) Cont'd

SOPHOMORE YEAR

AT 114	Arts & Crafts II		3
MH 101	Group Dynamics	3	
NG 202	Human Growth and Development	2	
OT 201	Occupational Therapy for Physically Disabled	3	
OT 202	Occupational Therapy Theory & Activities Lab	3	
OT 250	Supervised Clinical Practice		6
RC 230	Recreation for the Aged	3	
SS 101-102*	Social Institutions; Political Institutions	3	3
		17	12

\*PL 201 or HY 201 may be substituted.



PHYSICAL THERAPY (A.A.)

FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
AT 110 or MC 110	Art Appreciation	3
BY 100-105	Music Appreciation	(3)
CY 101-102	Principles of Biology; Lab	4
EH 101-102	General Chemistry I; II	8
LC 101	Freshman Communications	6
MS 111	Art of Thinking	3
PE	College Algebra	3
BY 102-104	Physical Education	2
	General Zoology; Lab	4
		33

**PHYSICAL THERAPY (A.A.) Cont'd**

**SOPHOMORE YEAR**

CY 103	General Chemistry III	4
EH	Literature	6
HH 101	Perspectives on Healthful Living	2
HH 103	Standard First Aid and Personal Safety	1
PH 201-202	General Physics I; II	8
PY 201-202	General Psychology; Personality Development	6
SS 101-102*	Social Institutions; Political Institutions	6
		<hr/> 33

\*PL 201 or HY 201 may be substituted.

**RADIOLOGICAL TECHNOLOGY (A.S.)**

Palm Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-Ray Technology to finish the below listed requirement of the College for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the college on Radiological Technology training in local hospitals.

Credit will be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER
		HOURS CREDIT
XR 100	Radiological Technique I	3
XR 101	Applied Radiological Technique I	3
XR 102	Radiological Technique II	3
XR 103	Applied Radiological Technique II	5
XR 104	Topographic Anatomy and Physiology	3
XR 200	Radiological Technique III	3
XR 201	Applied Radiological Technique III	3
XR 202	Radiological Technique IV	3
XR 203	Applied Radiological Technique IV	5
XR 204	Applied Radiological Technique V	5
		<hr/> 36

**ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:**

BY 100	Principles of Biology	3
EH 101-102	Freshman Communications, or	
EH 110	Technical Writing	6
HH 101	Perspectives on Healthful Living	2
PE	Physical Education	2
PY 201	General Psychology	3
SP 101	Fundamentals of Speech	3
SS 101-102*	Social Institutions; Political Institutions	6
NG 255	Medical Terminology	3
		<hr/> 28

\*PL 201 or HY 201 may be substituted.

## Related Health Programs

### WARD SECRETARY (One Year Certificate Program)

This is a program to prepare the individual to function as a Ward Secretary in hospital units and public health clinics.

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BA 271	Human Relations in Business	3	
BE 105	Typing		2
EH 101-102	Freshman Communications	3	3
NG 255	Medical Terminology	3	
PY 201	General Psychology	3	
PY 202	Personality Development		3
SP 101	Fundamentals of Speech		3
SS 101	Social Institutions	3	
WS 101	Ward Secretary		5
		15	16

## COURSE DESCRIPTIONS

### HH 101 PERSPECTIVES ON HEALTHFUL LIVING

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2\*

### HH 103 STANDARD FIRST AID AND PERSONAL SAFETY

This course offers a review of the theories, practices, and skills that meet certification requirements by the American Red Cross. 0-2-1\*

### HH 230 LIFE SCIENCE AND HEALTH

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3\*

### MH 100 INTRODUCTION TO MENTAL HEALTH TECHNOLOGY

An orientation to the field of mental health work; history, current concepts and roles of various workers in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3-0-3\*

### MH 101 PRINCIPLES OF GROUP DYNAMICS

(Prerequisite: PY 201). A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communication systems, tasks and problem-solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\*

\* Lecture-Lab-Credit Hours

### **MH 103 INTERVIEWING AND RECORDING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\*

### **MH 104 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\*

### **MH 105 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 100). This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 2-3-3\*

### **MH 205 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 105) A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-6-4\*

### **MH 206 ACTIVITY THERAPIES**

(Prerequisite: PY 202 and MH 101). Activities are considered as a therapeutic tool. Techniques and functions of various activity therapies such as: music, art, recreational, occupational, are examined. Attention is given to forms of Milieu therapy and to approaches for encouraging social interactions among individuals 1-2-2\*

### **MH 210 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 205). Course is continuation of MH 205. 2-6-4\*

### **MT 160 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY**

An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. 2-4-4\*

### **MT 162 MEDICAL PARASITOLOGY**

Emphasis is on the laboratory diagnosis of the protozoan, helminth and arthropod infections of medical importance with special attention to those indigenous to the area. Gross and microscopic materials for demonstration. 1-6-3\*

### **MT 163 MEDICAL INSTRUMENTATION**

Care, maintenance, and use of Medical electronic and optic equipment such as compound and dissection microscopes, spectrophotometers, colorimeters, atomic absorption spectrophotometers, pH meters, autoanalysers, flame photometers, blood gas apparatus, electrophoresis, coulter counters, etc. Selected topics in circuitry and fundamentals of electronics. 1-3-2\*

### **MT 281 CLINICAL CHEMISTRY**

General principles involved in the quantitative analysis of the chemical constituents of such body substances as blood, urine, and feces in health and disease. Various techniques as colorimetry, potentiometry, gasometry, fluorimetry and chromatography are applied. 2-9-5\*

## **Related Health Programs**

### **MT 282 HEMATOLOGY AND URINALYSIS**

Study of normal and abnormal cell morphology. Performance of tests such as cell counts, differentials, hematocrits, sedimentation rates, platelet counts, fragility, coagulation, etc. Urine analyzed for normal and abnormal constituents in health and disease. 2-6-4\*

### **MT 283 IMMUNOHEMATOLOGY AND SEROLOGY**

Blood banking including typing, grouping, and cross-matching. Antigen-antibody reactions. Complement fixation, precipitation, flocculation, hemagglutination, VDRL, and antistreptolysin tests. 2-6-4\*

### **MT 295 CLINICAL PROCEDURES**

Theory and practice of laboratory procedures involved in the disciplines of clinical chemistry, hematology, microbiology, parasitology, etc. Supervised experience in clinical laboratories in which students rotate through the various departments. 4-27-13\*

### **OT 101 INTRODUCTION TO OCCUPATIONAL THERAPY**

An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the Occupational Therapy Assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient. Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3-0-3\*

### **OT 102 PSYCHIATRIC OCCUPATIONAL THERAPY**

(Prerequisite: OT 101 or PY 201). This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: review of abnormal psychology, past and current trends, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities and current practices. Weekly experience in psychiatric and mental health facilities will be coordinated with class work. 2-2-3\*

### **OT 130 OCCUPATIONAL THERAPY PRACTICUM**

(Prerequisite: OT 101). Provides the student with an opportunity to observe patients' needs in a variety of settings (clinic, home, workshop and nursing facilities) and the role of various professionals who work with them: e.g., occupational therapists, physical therapists, work evaluator, etc. Several weeks will be spent setting up and supervising an activity program in a nursing home. 1-6-3\*

### **OT 201 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

(Prerequisite: OT 101 and OT 240). Treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in Occupational Therapy clinics. Muscle testing and joint range of motion measurements will be introduced. What to observe and how to report effectively. 3-0-3\*

### **OT 202 OCCUPATIONAL THERAPY ACTIVITIES LAB**

(Prerequisite: OT 101 and AT 112 or 114). Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on purpose, proper application and daily care. development and use of forms and records survey of therapeutic activities such as leather work, needlecraft, mosaics, copper tooling, etc. with emphasis on instructional techniques. Acquisition and use of equipment and materials, care of supplies and application in treatment. Development of skills to a point which permits follow through. 1-4-3\*



## OT 240 MEDICAL PROBLEMS RELATED TO REHABILITATION

(Prerequisite: BY 151). This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\*

## OT 250 SUPERVISED CLINICAL PRACTICE

(Prerequisite: OT 102, OT 130, OT 201 and OT 202). Clinical experience working with patients in local Occupational Therapy departments under the supervision of a registered Occupational Therapist. The experience is divided between a physical disabilities clinic and a mental health clinic. 0-18-6\*

## WS 101 WARD SECRETARY

This course will consist of lecture with laboratory experience in the area hospitals and clinical agencies. The student will learn skills and techniques necessary to function as a ward secretary. It will provide a working knowledge of requisitioning diet, laboratory procedures, X-ray procedures, supplies, etc. The student will assess problems presented by patients and families, nursing staff, physicians, paramedical personnel, public media and determine referrals for resolution of problems. 3-6-5\*

## XR 100 RADIOLOGICAL TECHNIQUE I

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

a. Professional Ethics — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a para-medical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

b. Darkroom Chemistry and Technique — the objective of this course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

c. Principles of Radiographic Exposure I — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

d. Radiographic Positioning I — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion or parts. Emphasis will be placed on the extremities and spine of the body.

e. Film Critique I, II, III, and IV — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

## XR 102 RADIOLOGICAL TECHNIQUE II

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

a. Radiographic Positioning II — to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.

b. Principles of Radiographic Exposure II — to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the quality of the radiograph.

## Related Health Programs

- c. Common Procedures Using Contrast Media — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contraindications of these media.
- d. Nursing Procedures — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.
- e. Pediatric Radiography — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the Patient.

### XR 200 RADIOLOGICAL TECHNIQUES III

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

- a. Radiographic Positioning III — to acquaint the student with the most difficult radiographic positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.
- b. Principles of Radiographic Exposure III — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.
- c. Radiation Protection — this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.
- d. Special Procedures — to acquaint the student with the specialized and highly technical procedures in radiography., the equipment and contrast media used, and the general indications for each examination.

### XR 202 RADIOLOGICAL TECHNIQUE IV

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

- a. Radiation Therapy and Nuclear Medicine — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

- b. Introoral Radiology — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.
- c. Equipment Maintenance — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.
- d. Departmental Administration — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter- departmental relationships such as those pertaining to attitudes and policies relative to personnel management.
- e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

**XR 104 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region.

**XR 101 APPLIED RADIOLOGICAL TECHNIQUE I**

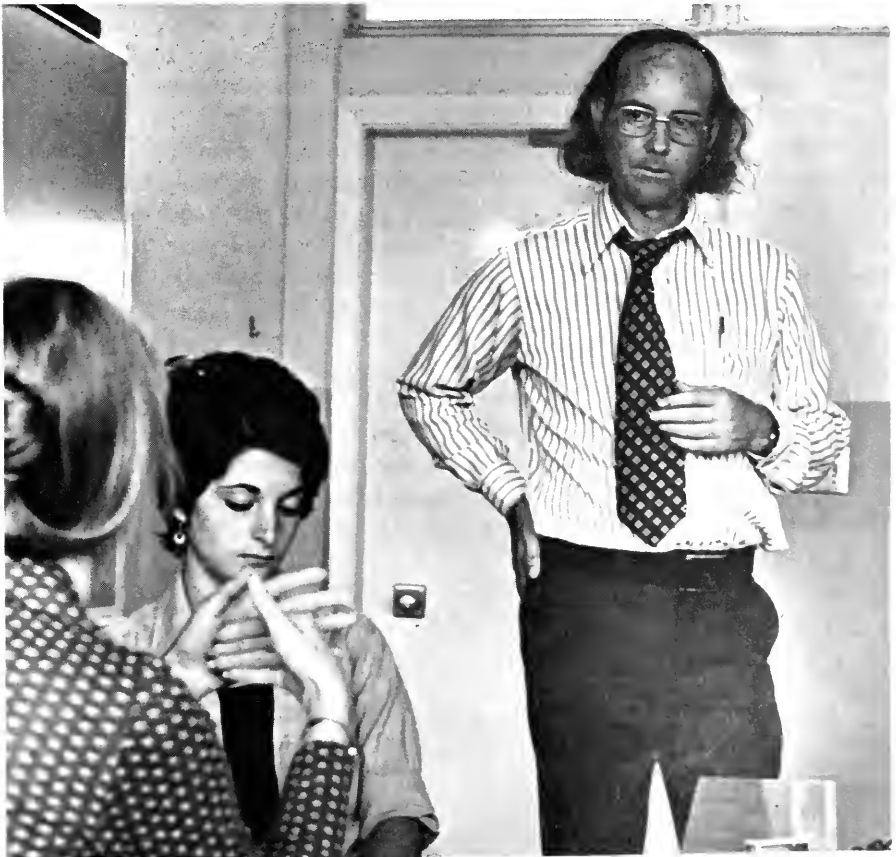
**XR 103 APPLIED RADIOLOGICAL TECHNIQUE II**

**XR 201 APPLIED RADIOLOGICAL TECHNIQUE III**

**XR 203 APPLIED RADIOLOGICAL TECHNIQUE IV**

**XR 204 APPLIED RADIOLOGICAL TECHNIQUE V**

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.



*Role Playing — Mental Health Technology*

## ***Social Science***

**FACULTY:** Bottosto (Chairman), Allee, Becherer, Bowser, Dampier, Daugherty, Freedman, Hicks, Kochel, Matthews, Meldon, Myatt, O'Neill, Payne, Pugh, T. Robinson, Rouse, Salisbury, Tucker, Wright, Yinger.

**MAJORS:** Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology-Guidance, Social Science, Social Science Teacher, Teacher Aides, Welfare Worker.

**COURSE PREFIXES:** EN, GY, HY, PI, PL, PY, RN, SS, TA

**PROGRAMS:** Social Science is essentially a study of human society — that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals — in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions. The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined in the section "How To Choose Your Program" and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.

**EARLY CHILDHOOD EDUCATION (A.A.)**

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
EH 101	Freshman Communications	3	
EN 110*	Early Childhood Education	3	
EN 200	Directed Observation & Participation	3	
	Natural Sciences (See Pages 74-75)	4	
SS 101	Social Institutions	3	
		<u>16</u>	
EH 102	Freshman Communications		3
EN 210	Directed Observation & Participation		3
PE 208	Fundamentals of Interpretive Movement		1
PY 201	General Psychology		3
	Natural Sciences (See Pages 74-75)		3
SS 102**	Political Institutions		3
			<u>16</u>

\*EN 110 is a pre-requisite or co-requisite of EN 200.

\*\*PL 201 201 or HY 201 may be substituted for SS 102.

**SOPHOMORE YEAR**

AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
HE 101	Elements of Nutrition	3	
MS 106 (or			
higher	General Education Mathematics I	3	
PY 202	Personality Development	3	
	Elective*	3	
		<u>15</u>	
EH	Literature (See Page 75)		3
EN 201	Early Childhood Teaching Practicum		3
HH 101	Perspectives on Healthful Living		2
PE 203	Recreational Games		1
PY 203	Child Growth & Development		3
	Elective**		3
			<u>15</u>

\*Suggested electives: LT 103, PE 231, AT 112, HE 110.

\*\*Elective may be any General Education course and must be approved by the academic counselor.

\*Lecture-Lab-Credit Hours



**EARLY CHILDHOOD EDUCATION AIDES**  
(Achievement Certificate Program)

The Early Childhood Education Certificate Program is designed to prepare students professionally for their roles as early childhood teacher aides. Students must complete the thirty hours listed with an overall grade-point average of "C" or better in the program.

**FIRST TERM**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101	Freshman Communications	3	
EN 110*	Early Childhood Education	3	
EN 200	Directed Observation & Participation	3	
HE 101	Elements of Nutrition	3	
HH 101	Perspectives on Healthful Living	2	
RE 203	Recreational Games	1	
		15	

**SECOND TERM**

EN 210	Directed Observation & Participation	3
HH 103	Standard First Aid and Personal Safety	1
PE 208	Fundamentals of Interpretive Movement	1
PY 201	General Psychology	3
PY 203	Child Growth & Development	3
SS 101	Social Institutions	3
	Elective**	3
		17

\*EN 110 is a pre-requisite or co-requisite of EN 200.  
\*\*Suggested electives: LT 103, PE 231, AT 112, HE 110.

## EARLY CHILDHOOD EDUCATION (A.S.)

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
EH 101	Freshman Communications	3	
EN 101	Introduction to Education	3	
EN 110*	Early Childhood Education	3	
EN 200	Directed Observation & Participation	3	
PE 203	Recreational Games	1	
SS 101	Social Institutions	3	
		<hr/>	
		16	
EH 102	Freshman Communications		3
EN 210	Directed Observation & Participation		3
HE 101	Elements of Nutrition		3
PE 108	Fundamentals of Interpretive Movement		1
PY 201	General Psychology		3
SS 102**	Political Institutions		3
			<hr/>
			16

## SOPHOMORE YEAR

BY 100	Principles of Biology	3	
MC 103	Fundamentals of Music	3	
PY 202	Personality Development	3	
	Electives*	6	
		<hr/>	
		15	
EN 201	Early Childhood Teaching Practicum		3
HH 101	Perspectives on Healthful Living		2
HH 103	Standard First Aid and Personal Safety		1
PY 203	Child Growth & Development		3
SS 201	Family Relationships		3
	Elective*		3
			<hr/>
			15

\*Suggested electives: LT 103, PE 231, AT 112, HE 110.

## EARLY CHILDHOOD EDUCATION (Montessori Specialization)

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EN 202	Montessori Teaching Practicum I	5	
EN 203	Montessori Teaching Practicum II	5	

Early Childhood majors may also elect to specialize in the Montessori Method. In order to receive the Certificate of Competency in the Montessori Method, an internship period covering two terms will be required for a total of thirty hours.

Students who hold the bachelor's degree or above will be eligible to receive the full teaching certificate in the Montessori Method after satisfactorily completing courses EN 110, EN 200, EN 210 and the nine-month internship requirement.

Social Science

EDUCATION (ELEMENTARY LEVEL) (A.A.)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior College choice may necessitate some changes, including a rearrangement of the program.

FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 or	Art Appreciation		3
MC 110	Music Appreciation	(3)	
	Science	7-8	
EH 101-102	Freshman Communications	6	
EN 101	Introduction to Education	3	
MS 106*	General Education Math I	3	
PE	Physical Education	2	
SP 101	Fundamentals of Speech	3	
SS 101-102**	Social Inst.; Political Inst.	6	
		33-34	

SOPHOMORE YEAR

EH	Literature	6	
EN 299	Social Foundations of Education	3	
GY 101	Principles of Geography & Conservation	3	
HH 101***	Perspectives on Healthful Living	2	
HY 101-102	Ancient & Medieval Civ; Modern Civ.	6	
PY 201	General Psychology	3	
PY 203*	Child Growth and Development	3	
	Electives****	5-6	
		31-32	

\*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which the student may transfer.  
\*\*PL 201 or HY 201 may be substituted for SS 102.  
\*\*\*HH 230 may be substituted.  
\*\*\*\*Suggested electives: Foreign Languages, LC 101, PY 202.





**EDUCATION (SECONDARY LEVEL) (A.A.)**

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

**GENERAL SOCIAL SCIENCE<sup>1</sup>, GEOGRAPHY<sup>2</sup>, GOVERNMENT – FOREIGN SERVICE<sup>3</sup>, HISTORY<sup>4</sup>, POLITICAL SCIENCE<sup>5</sup>, SOCIAL SCIENCE TEACHER<sup>6</sup>, WELFARE WORKER<sup>7</sup>, ANTHROPOLOGY, SOCIOLOGY (A.A.)**

COURSE	TITLE	SEMESTER HOURS CREDIT
AT 110 . . . . .	Art Appreciation . . . . .	3
or		
MC 110 . . . . .	Music Appreciation . . . . .	(3)
EH 101-102 . . . . .	Freshman Communications . . . . .	6
EH . . . . .	Literature . . . . .	3
HH 101** . . . . .	Perspectives on Healthful Living . . . . .	2
MS 106 . . . . .	General Education Math I . . . . .	3
MS 208 . . . . .	Statistics . . . . .	3
PE . . . . .	Physical Education . . . . .	2
SS 101-102* . . . . .	Social & Political Institutions . . . . .	6
	Science . . . . .	7-8
	Foreign Languages – Spanish, French . . . . .	12
	Electives . . . . .	15
		<hr/> 62-63

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted for HH 101.

1. Recommended electives: BA 204, HY 101-102, PI 101, GY 101, PY 201, SP 101, SS 203, SS 207, SS 215.

2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, MS 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.

3. Recommended electives: AT 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204, SS 203, SS 207, SS 215.

4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201, SS 203, SS 207, SS 215.

5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PI 101, SS 203, SS 207, SS 215.

6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PO 100, PY 201, PY 203, EN 101, SP 101, SS 210, SS 203, SS 207, SS 215.

7. Recommended electives: BA 204-205, HY 101-102, SS 201, PL 202, PO 100, PY 201, PY 202, PY 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101, SS 210, SS 203, SS 207, SS 215.

NOTE: Senior college choice may necessitate some changes, including a rearrangement of the program.

# Social Science

## PRE LAW (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
EH 101-102	Freshman Communications	6	
MS 106	General Education Math I	3	
PE	Physical Education	2	
SP 101	Fundamentals of Speech	3	
SS 101-102*	Social Inst.; Political Inst.	6	
	Science	7-8	
	Foreign Language	6	
		33-34	

### SOPHOMORE YEAR

AT 110 or	Art Appreciation	3	
MC 110	Music Appreciation	(3)	
EH	Literature		
HH 101**	Perspectives on Healthful Living	2	
HY 201-202	U.S. History to 1865; 1865 to Present	6	
LC 101	Art of Thinking	3	
PL 201-202	American National Government; State, Local Government	6	
	Foreign Language	6	
		32	

## PRE-MINISTRY AND PHILOSOPHY (A.A.)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
BY 100-105	Principles of Biology; Laboratory	4	
EH 101-102	Freshman Communications	6	
HH 101**	Perspectives on-Healthful Living	2	
MC 110	Music Appreciation	3	
MS 106	General Education Math I	3	
PE 101	Team Activities for Men	1	
PE 203	Recreational Games (Coed)	1	
PI 101	Introduction to Philosophy	3	
RN 101	Old Testament	3	
SS 101	Social Institutions	3	
	Foreign Language	6	
		35	

### SOPHOMORE YEAR

EH 201	English Literature to 1660	3	
PE 207	Senior Life Saving	1	
PL 201	American National Government	3	
PS 101	Physical Science I	3	
PY 201	General Psychology	3	
RN 102	New Testament	3	
RN 201	Religions of the World	3	
SP 101	Fundamentals of Speech	3	
	Foreign Language	6	
	Electives***	3	
		31	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Recommended electives: MC 213, SS 201, PY 202, PI 102.

**PSYCHOLOGY — GUIDANCE (A.A.)****FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
		Fall	Winter
EH 101-102	Freshman Communications	3	3
HH 101**	Perspectives on Healthful Living	2	
	Science	3-4	4
MS 106 (or higher)	General Education Math I		3
PE	Physical Education	1	1
PY 201	General Psychology		3
	Foreign Language	3	3
SS 101	Social Institutions	3	3
		15-16	17

**SOPHOMORE YEAR**

AT 110 or MC 110	Art Appreciation; Music Appreciation	3	
EH	Literature		3
MS 208	Statistics		3
PY 202	Personality Development	3	
PY 203	Child Growth & Development		3
SS 102*	Political Inst.	3	
	Foreign Language	3	3
	Elective	3	3
		15	15

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

**TEACHER AIDES AND EFFECTIVE TEACHING (A.S.)**

Teacher aides constitute a rapidly growing segment of the educational family. The practice of employing teacher aides — auxiliary personnel whose function is to assist teachers — has become widespread in the State of Florida. The Teacher Aide course of study at Palm Beach Junior College is designed to prepare interested high school graduates in pursuing a specialized program which would equip them to function effectively as assistants to professionally qualified teachers at various instructional levels.\*\*\*\*

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	
		HOURS	CREDIT
AT 110 or	Art Appreciation		3
MC 110	Music Appreciation	(3)	
AT 112	Arts and Crafts I		3
BE 105***	Typewriting		2
EH 101-102	Freshman Communications		6
HH 101**	Perspectives on Healthful Living		2
LT 103	Children's Literature		3
LT 104	Non-Book Materials		3
MS 106	General Education Math I		3
PE	Physical Education		2
PY 201	General Psychology		3
PY 203	Child Growth and Development		3
			33

**SOPHOMORE YEAR**

BE 101	Clerical Office Practice		3
EH	Literature		6
PA 231	Creative Activities for Pre-school and Primary Children		3
PS 101-102	Survey of Physical Science I; II		7
SS 101-102*	Social Inst.; Political Inst.		6
TA 101	Elementary School Resources		3
TA 102	Elementary School Procedures		3
TA 103	Internship		3
			34

\*PL 201 or HY 201 may be substituted for SS 102. \*\*HH 230 may be substituted.

\*\*\*May be waived if student passes the typing test.

\*\*\*\*Transfer if possible from the A.S. Degree Program to the A.A. Degree Program leading to professional preparation for teaching.

## COURSE DESCRIPTIONS

### EN 101 INTRODUCTION TO EDUCATION (Teaching)\*\*

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\*

### EN 110 EARLY CHILDHOOD EDUCATION

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. Major emphasis is given to the Montessori philosophy, its relevance to current early learning theories, and the enhancement of learning experiences for pre-school and primary children. 3-0-3\*

### EN 200 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION I

(Prerequisite or co-requisite EN 110) This course will introduce the student to Montessori and other early-learning materials. Opportunities to observe the demonstration of materials and student practice with these materials with the early learner in a variety of instructional settings will be provided. 3-0-3\*

### EN 201 EARLY CHILDHOOD TEACHING PRACTICUM

This course is designed to give the student actual teaching experience in an approved Early Childhood Education Center. The student will be working under the supervision of a college instructor and an approved cooperating teacher during his internship. 1-6-3\*

### EN 202 MONTESSORI TEACHING PRACTICUM I

This course is designed to give the student actual teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-5\*

### EN 203 MONTESSORI TEACHING PRACTICUM II

This course is a continuation of EN 202. 0-15-5\*

### EN 210 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION II

This course is a continuation of EN 200. 3-0-3\*

### EN 299 SOCIAL FOUNDATIONS OF EDUCATION

(This course is part of the sequence of courses students planning to complete their studies at Florida Atlantic University should take. Other students are advised to seek approval of their probable senior institution before enrolling — same as FAU ED 302)

A study of the contributions of philosophical, historical, and sociological bases of education and their implications for curriculum development and methods of instruction. An analysis of educational problems, issues and innovations is included. A research project with continuing significance for the student must be undertaken. 3-0-3\*

### GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course attempts to identify and explore the many ways that men and nature affect each other from place to place. The places covered include Florida, the Polar World, Europe, and Anglo-America. Wise resource use or conservation is emphasized. 3-0-3\*

**\*\*NOTE:** The following will apply to **ALL** students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EN 101 Introduction to Education (Teaching)

SP 101 Beginning Speech

PY 201 General Psychology

PY 203 Child Growth and Development

EN 299 Social Foundations of Education

\*Lecture-Lab-Credit Hours

**HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*

**HY 102 MODERN CIVILIZATIONS**

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

**HY 201 UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\*

**HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3\*

**HY 211 LATIN AMERICAN HISTORY – COLONIAL PERIOD**

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

**HY 212 LATIN AMERICAN HISTORY – NATIONAL PERIOD**

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

**PI 101 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

**PI 102 ETHICS**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3-0-3\*

**PL 201 AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\*

## **PL 202 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, inter-state relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

## **PY 201 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

## **PY 202 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PY 201, or permission of the instructor). This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\*

## **PY 203 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PY 201). Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3-0-3\*

## **PY 204 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PY 201 or permission of the instructor). This course is specifically designed to aid the classroom teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in evening only. 3-0-3\*

## **RN 101 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3\*

## **RN 102 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3\*

## **RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism,

Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

### **SS 101 SOCIAL INSTITUTIONS**

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\*

### **SS 102 POLITICAL INSTITUTIONS**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\*

### **SS 201 MARRIAGE AND FAMILY RELATIONSHIPS**

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

### **SS 203 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SS 101). This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture; comparison in human variation; structure and function in social organization; synthesis of biological, cultural and social factors. 3-0-3\*

### **SS 205 INTRODUCTION TO SOVIET STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. This course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3\*

### **SS 205 INTRODUCTION TO SOVIET STUDIES (FOREIGN STUDY)**

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. The study is accomplished on a tour behind the iron curtain. A special fee is charged. 3-0-3\*

### **SS 207 INTRODUCTION TO SOCIOLOGY**

(Prerequisite: SS 101 or permission of department chairman). This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\*

### **SS 210 AMERICAN SOCIAL PROBLEMS**

(Prerequisite: SS 101 or permission of the department chairman). This course explores some of the major social problems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\*

### **SS 215 INTRODUCTION TO AFRO-AMERICAN STUDIES**

This course is concerned with the history of the Afro-American with emphasis on his origins, enslavement subculture, and his struggle for civil rights and human dignity. Special emphasis is placed upon the continuing problems of discrimination and racism in modern American life. 3-0-3\*

### TA 101 ELEMENTARY SCHOOL RESOURCES

A course designed to acquaint the student with resources available to the elementary school teacher. School and community resources should be explored. Class periods should be arranged. One-semester course. 2-2-3\*

### TA 102 ELEMENTARY SCHOOL PROCEDURES

A seminar course designed to acquaint the student with the schedule, the plant, and other aspects of the elementary school and its program. The course should be scheduled for meetings at the cooperating school, and college. The class schedule should be arranged. One-semester course. 3-6-6\*

### TA 103 INTERNSHIP

This course ~~should serve~~ to introduce both the aide and the teacher to the teacher-aide program in operation. Each participant should investigate her special duties and attempt to identify problems to be solved before the completion of the program. This course requires the close cooperation of the director, the cooperating teacher, and the aide-trainee. The hours should be arranged. One semester. 0-6-3\*

\*Lecture-Lab-Credit Hours





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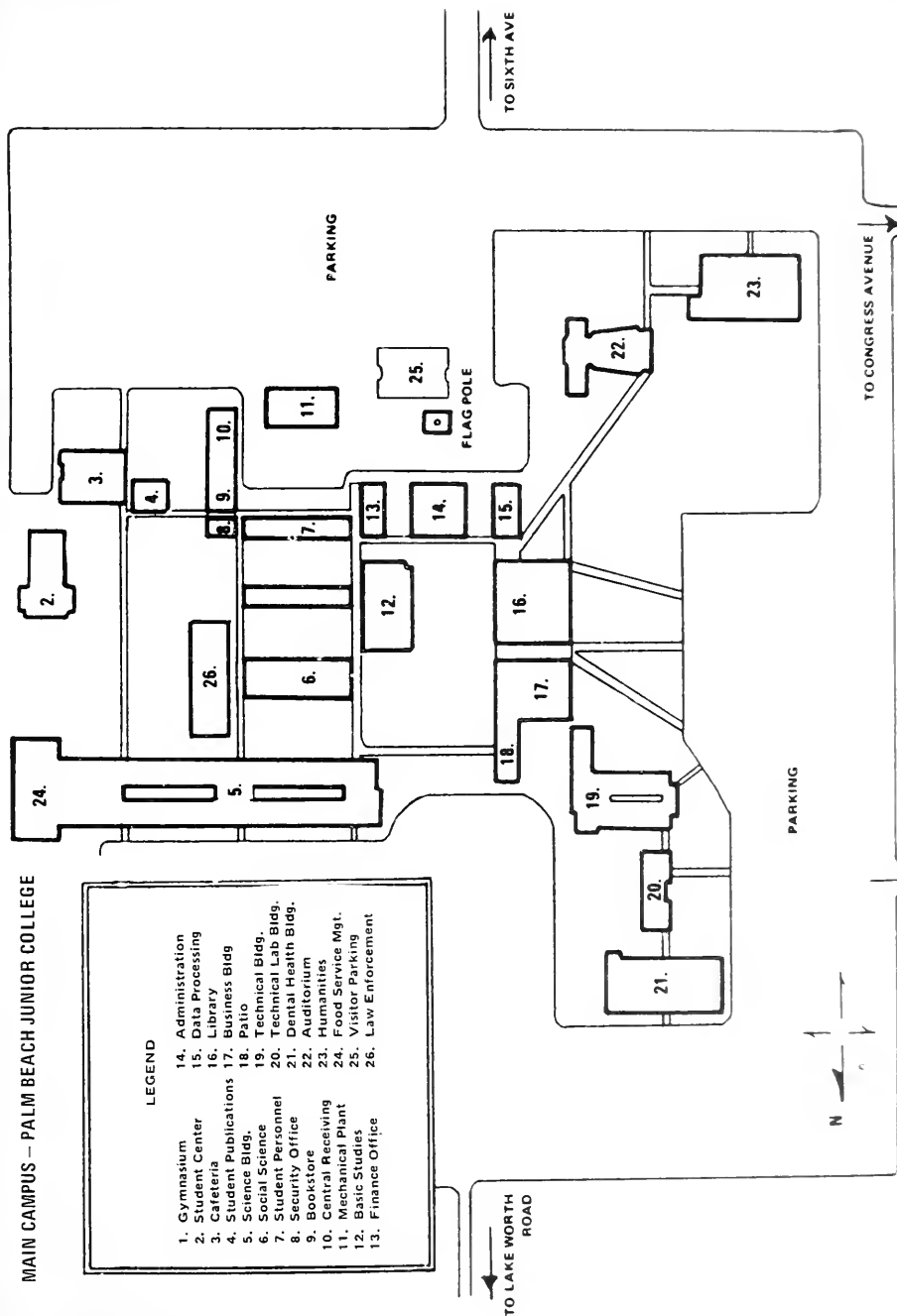
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# MAIN CAMPUS — PALM BEACH JUNIOR COLLEGE

## LEGEND

1. Gymnasium
2. Student Center
3. Cafeteria
4. Student Publications
5. Science Bldg.
6. Social Science
7. Student Personnel
8. Security Office
9. Bookstore
10. Central Receiving
11. Mechanical Plant
12. Basic Studies
13. Finance Office
14. Administration
15. Data Processing
16. Library
17. Business Bldg
18. Patio
19. Technical Bldg.
20. Technical Lab Bldg.
21. Dental Health Bldg.
22. Auditorium
23. Humanities
24. Food Service Mgt.
25. Visitor Parking
26. Law Enforcement

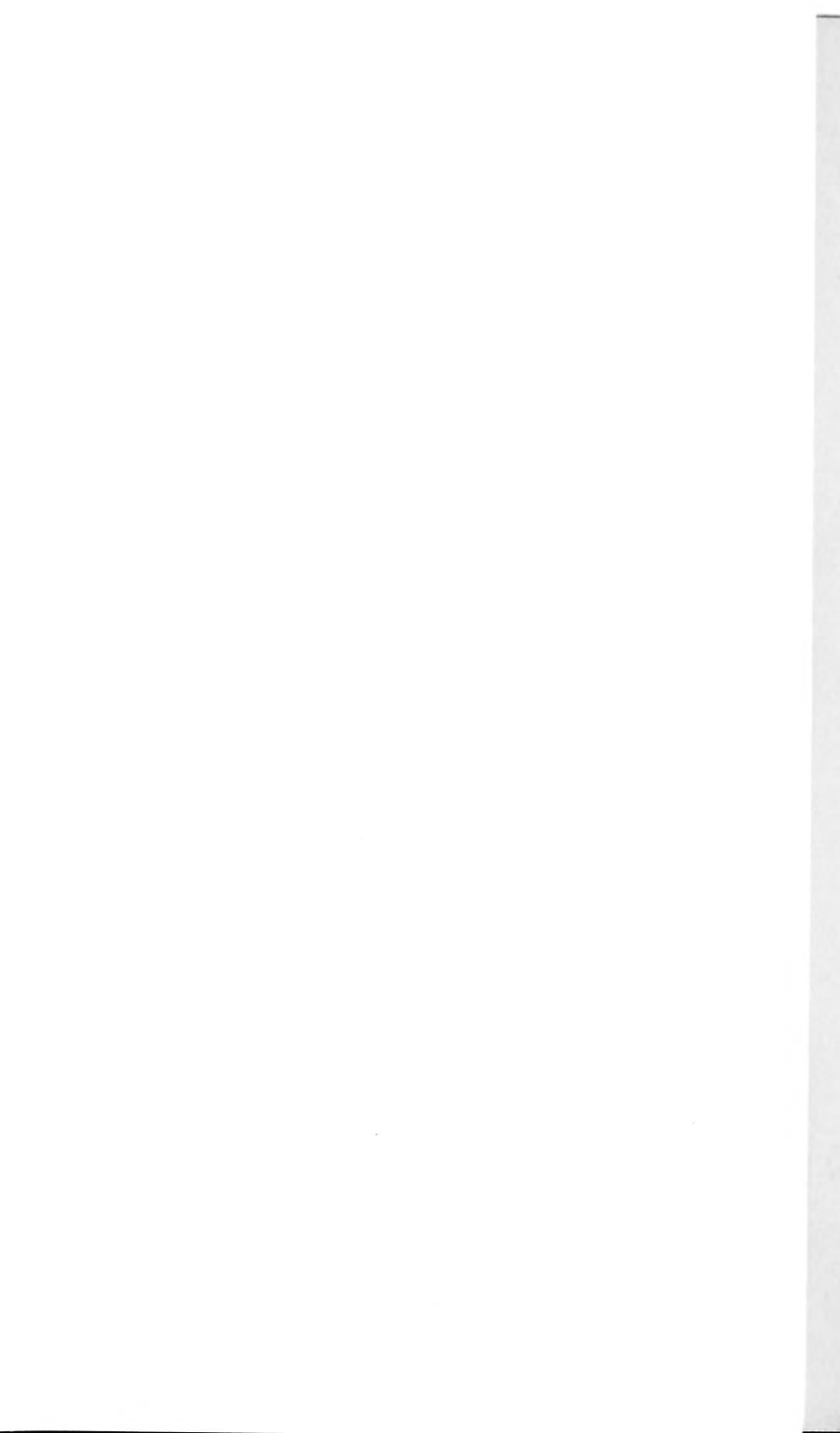


***4200 Congress Ave.  
Lake Worth, Florida  
33460***











# **SUPPLEMENT**

To

**THE BULLETIN OF PALM BEACH JUNIOR COLLEGE**

**Volume 37, No. 1**

**1975-76**

**July, 1975**



AC 104	Essentials of Electricity	\$3.00
AC 125	Refrigeration Cycles and Equipment	3.00
AC 212	Commercial Refrigeration Systems	3.00
AT 102	Advertising Design I	7.50
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AT 106	Ceramics II	7.50
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AT 109	Photography II	7.50
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BE 206	Machine Shorthand I	5.00
BE 207	Machine Shorthand II	5.00
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BY 103	General Botany Laboratory	\$ 6.00
BY 104	General Zoology Laboratory	6.00
BY 105	Principles of Biology Laboratory	6.00
BY 151	Anatomy and Physiology I	6.00
BY 152	Anatomy and Physiology II	6.00
BY 156	Microbiology	6.00
BY 201	Comparative Vertebrate Anatomy I	6.00
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BY 205	Experiments in Genetics	6.00
BY 211	Botany II	6.00
BY 215	Introduction to Marine Science	6.00
BY 251	Medical Laboratory Procedures I	6.00
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CL 212	Surveying II	3.00
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CY 103	General Chemistry III	10.00
CY 105	Lab for CY 100	10.00
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CY 202	Quantitative Analysis	10.00
CY 211	Organic Chemistry I	10.00
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DA 102	Preclinical Orientation	10.00
DA 105	Elements of Dental Materials	10.00
DA 108	Expanded Duties	10.00
DA 109	Expanded Duties	10.00
DA 110	Clinical Practice I	10.00
DA 111	Clinical Practice II	10.00
DA 112	Clinical Practice III	10.00
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DG 205	Machine Drafting II	2.00
DG 206	Architectural Drafting	2.00
DG 212	Technical Illustration	2.00

DP 202	Computer Programming I	\$ 5.00
DP 205	Business Programming - COBOL	5.00
DP 206	Computer Programming II	5.00
DP 210	Advanced Computer Systems	5.00
DS 102	Dental Anatomy	5.00
DS 104	Dental Radiology	5.00
DS 110	Clinical Dental Hygiene I	5.00
DS 111	Clinical Dental Hygiene II	5.00
DS 205	Clinical Dental Hygiene III	5.00
DS 209	Laboratory for DS 208	5.00
DS 210	Clinical Dental Hygiene IV	5.00
DS 215	Clinical Dental Hygiene V	5.00
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DT 102	Complete Denture Techniques II	10.00
DT 103	Cast Inlay and Crown Techniques	10.00
DT 104	Crown and Bridge Technique I	10.00
DT 106	Partial Denture Techniques I	10.00
DT 110	Ceramics I	10.00
DT 202	Special Prosthesis	10.00
DT 204	Crown and Bridge Technique II	10.00
DT 206	Partial Denture Techniques II	10.00
DT 210	Ceramics II	10.00
EL 101	Electricity and Magnetism	3.00
EL 102	Circuit Analysis	3.00
EL 201	Advanced Electricity	3.00
EL 211	Electronics I	3.00
EL 212	Electronics II	3.00
EN 202	Montessori Practicum I	5.00
EN 203	Montessori Practicum II	5.00
HE 102	Food for the Family	10.00
HR 118	Hotel-Motel-Food Serv. Practicum II	15.00
HR 210	Quantity Food Comp. and Prep.	15.00
HR 218	Hotel-Motel-Food Serv. Pract. II	15.00

<b>MH 206</b>	<b>Activity Therapies</b>	<b>\$4.00</b>
<b>ML 121</b>	<b>Manufacturing Processes</b>	<b>3.00</b>
<b>ML 122</b>	<b>Air Conditioning Shop</b>	<b>3.00</b>
<b>ML 221</b>	<b>Properties and Test. of Materials</b>	<b>3.00</b>
<b>NG 101</b>	<b>Fundamentals of Nursing</b>	<b>5.00</b>
<b>NG 102</b>	<b>Medical and Surgical Nursing</b>	<b>5.00</b>
<b>OT 130</b>	<b>Occupational Therapy Practicum</b>	<b>2.00</b>
<b>OT 202</b>	<b>Occupational Therapy Act. Lab</b>	<b>10.00</b>
<b>PE 104</b>	<b>Badminton</b>	<b>2.00</b>
<b>PE 201</b>	<b>Archery (Co-Ed)</b>	<b>2.00</b>
<b>PE 212</b>	<b>Golf (Co-Ed)</b>	<b>2.00</b>
<b>PE 213</b>	<b>Tennis (Co-Ed)</b>	<b>2.00</b>
<b>PE 215</b>	<b>Intermediate Tennis</b>	<b>2.00</b>
<b>PH 350</b>	<b>Laboratory for PH 201 and PH 205</b>	<b>5.00</b>
<b>PH 351</b>	<b>Laboratory for PH 206</b>	<b>5.00</b>
<b>PO 206</b>	<b>Introduction to Criminalistics</b>	<b>2.00</b>
<b>PS 150</b>	<b>Physical Science Laboratory</b>	<b>5.00</b>
<b>WT 156</b>	<b>Microbiology for Waste Water Tech.</b>	<b>6.00</b>

**Center for Early Learning and Early Childhood Programs:**

1. Overall non-refundable materials fee of \$10.00 to be paid by student-parents prior to enrollment each term. If a child is enrolled after beginning of term, materials fee will be graduated on a monthly basis.
2. The current enrollment fees be increased to the following amounts of a sliding scale according to ability to pay:
  - a. \$10.00 per week
  - b. 15.00 " "
  - c. 20.00 " "



3. The current fee in the amount of 50 cents per week for each child for snacks will be continued.

### BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective with the Fall Term 1975-76 as follows:

**In-State Students (Florida Residents)**

Matriculation Fee, \$12.00 per semester hour - all terms

**Out-Of-State Students (Non-Florida Residents)**

Matriculation and Tuition Fee, \$27.00 per semester hour - all terms

Lab fees have been established for all courses which require expendable materials in addition to above fees.

A State Scholarship Fee of \$4.50 will be assessed on all registrations of 12 semester hours or more in a term.

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies.

Page 61: AUDITORS — Delete last sentence: No day student is permitted to change to audit after he has registered for credit in the course.

Add: Day students will be allowed to change to audit starting in the Fall Term, 1975-76.

The following three programs are being temporarily suspended as of January 1, 1975:

Medical Assistant  
Operating Room Technician  
Ward Secretary

**Page 98:** Delete BY 156 MICROBIOLOGY from WATER AND WASTEWATER TECHNOLOGY PROGRAM. Substitute the following:

**WT 156 MICROBIOLOGY FOR WASTEWATER TECHNOLOGY**

This course provides the theoretical and practical knowledge required to identify bacteria and other microorganisms associated with water and wastewater treatment. Laboratory studies will include culture and staining techniques as well as selected water quality tests required to determine the sanitary characteristics of water from a particular source.

**2-2-3\***

**Page 121:** Delete HR 215 EQUIPMENT USE AND MAINTENANCE. Substitute HR 215 HOTEL—MOTEL PROPERTY MANAGEMENT

**Page 134:** Add the following:

**SP 201 FUNDAMENTALS OF DISCUSSION AND DEBATE**

The function of group discussion and debate in a democratic society. Methods of argumentation, including case preparation, briefing, research, refutation and logical elements of persuasion.

**3-0-3\***

**Page 140:** The following course replaces DP 104 COMPUTER LOGIC:

**DP 105 STRUCTURED PROGRAMMING**

The prerequisite, DP 102, teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through.

**3-0-3\***

**Page 148:** Delete first "Sophomore Year" at top of page (Aerospace Tech.)

**\*Lecture-Lab-Credit Hours**

**Page 160:** Add the following:

**BI 166 PRINCIPLES OF BUILDING CODE COMPLIANCE  
AND BUILDING FOR THE HANDICAPPED**

The intent of this course is to familiarize the student with regulations concerning compliance with the building code and the laws pertaining to making buildings and facilities accessible to, and usable by, the physically handicapped.

**3-0-3\***

**Page 162:** The following course was omitted from the catalog:

**DG 212 TECHNICAL ILLUSTRATION**

(Prerequisite: EG 102 or consent of instructor) This course deals primarily with the translation of ortho-graphic drawings into three-dimensional, pictorial representations. Topics include: axonmetric drawings; perspectives, and illustration techniques in shading, rendering and airbrush.

**1-5-3\***

**Page 162:** Change **ED 101 ELECTRICITY AND MAGNETISM TO  
EL 101 ELECTRICITY AND MAGNETISM**

**Page 167:** Change **PL 202 CRIMINAL INVESTIGATION** in Sophomore year to  
**PO 202 CRIMINAL INVESTIGATION**

**Page 172:** Hours for **PO 208 ISSUES IN CRIMINAL JUSTICE** should read **3-0-3\***

**Page 177:** Delete **MS 105 THE METRIC SYSTEM**. Substitute **MS 106 Module 10:  
THE METRIC SYSTEM**. **1-0-1\***

**Page 194:** Delete the following courses:

**NG 293 PEDIATRIC NURSE PRACTITIONER I  
NG 294 PEDIATRIC NURSE PRACTITIONER II  
NG 295 FAMILY NURSE PRACTITIONER I  
NG 296 FAMILY NURSE PRACTITIONER II**

**\*Lecture-Lab-Credit Hours**

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Since the College Bulletin Volume 37, No. 1 for 1975-76 was prepared, there have been new courses added, regulations amended and other changes made which are of interest to students and faculty. Omissions and other errors in the Bulletin of a nature serious enough to be included in a Supplement have also been discovered.

The Supplement is an important part of the Bulletin. Where the Supplement and the Bulletin differ, the Supplement is current.

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The Bulletin of Palm Beach Junior College, Vol. 37, No. 1, published four times annually - January, March, July and November — by Palm Beach Junior College, Lake Worth, Florida. Second class postage paid at Lake Worth, Florida 33460.







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Archives 378.1543 P18b  
1975/76

Palm Beach Junior  
College.

The bulletin of Palm  
Beach Junior College.  
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**REFERENCE ROOM****Lake Worth, Fla. 33461**

